

## HOW TO ENROLL IN A TOUCHNET PAYMENT PLAN

- Go to the TouchNet login page.
  - Go to [https://secure.touchnet.net/C23067\\_tsa/web/login.jsp](https://secure.touchnet.net/C23067_tsa/web/login.jsp)
  - OR Log in to myDelVal; under *I Want To...Pay for College*, click on *Set up Payment Plan*.

The screenshot shows the TouchNet login page with two main sections:

- Students and Staff:** Includes a red asterisk indicating required information. Fields for \*Login ID and \*Password are present, along with a green Login button.
- Authorized Users:** Includes a note for parents or others with access. Fields for \*E-mail and \*Password are present, along with a green Login button.

Additional information on the page includes a Welcome message, a list of Student Account Suite Features (Student Account Center, E-Billing, Payment Plan Management), and a link for forgotten passwords.

- Log in to the TouchNet website. (PARENTS: To receive email reminders of monthly installments, you must log in with Authorized User credentials rather than student credentials.)
  - Authorized Users: Enter your authorized user email and password in the Authorized Users box.
  - Students: Enter your DelVal login ID (not student ID) and password in the Students and Staff box.

The screenshot shows the myDelVal account dashboard with the following elements:

- Navigation Tabs:** My Account, Payments, Payment Plans, eStatements, eRefunds.
- Account Alerts:** A message about refund setup with a link to the Refund Account Setup page.
- Announcements:** A welcome message to the DelVal Student Account Center.
- My Account Section:** Shows Current Account Status with a Student Account Balance of \$13,410.00. Buttons for Make a Payment and View Account Activity are visible.

- Click on the Payment Plans tab.

The screenshot shows the Payment Plans section with the following details:

- Navigation Tabs:** My Account, Payments, Payment Plans, eStatements, eRefunds.
- Section Header:** Payment Plans.
- Available Payment Plans:** A message stating the user is not currently enrolled and providing an Enroll Now button.

- Click on Enroll Now.

The screenshot shows the Plan Enrollment page with the following elements:

- Section Header:** Plan Enrollment.
- Steps:** Select Payment Plan, Schedule Payment Plan, Payment Plan Agreement.
- Select Payment Plan Step:** Includes a dropdown for 'View available plans for term:' with a 'Select Term' dropdown and a 'Select' button.
- Note:** A message stating that plans are available for multiple accounts and both account and term must be selected.

- In the Select Term dropdown list, select 2017/SP for a spring term plan and click Select.

This close-up shows the 'View available plans for term:' dropdown menu with '2017/SP' selected and the 'Select' button.

- Only one spring term plan is available at a time.
  - For example, the screen for the Spring 2017 - 5 Payments plan would look like this:

View available plans for term:

If plans are available for multiple accounts, you must select both account and term.

**Spring 2017 - 5 Payments**  
 Spring 2017 automatic payment plan. \$100 is AUTOMATICALLY CHARGED/WITHDRAWN at time of enrollment. Balance AUTOMATICALLY CHARGED/WITHDRAWN in 5 equal installments from Dec 5 - Apr 5. Please contact the Office of the Bursar if you need assistance at bursar@delval.edu or 215.489.2376.

**Spring 2017 - 5 Payments Details**

Term(s):	2017/SP
Enrollment deadline:	11/30/16
Scheduled Payments:	Required
Setup fee:	\$100.00
Number of payments:	5
Payment frequency:	Fixed Dates
Late payment fee:	\$50.00

- Review the details of the plan and verify that you wish to continue with the enrollment process.
- Click Continue.

Please estimate all charges and credits to be included in the payment plan.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Payment Plan Total	<input type="text" value="0.00"/>	
Balance		0.00
Maximum deferral amount:		0.00
Down payment:		<input type="text" value="0.00"/>

- In the Payment Plan Total field, type the amount of your payment plan and verify that you typed the intended amount. (Do not type \$ sign or comma.)
  - Amount must cover out-of-pocket cost for the spring term. TouchNet will not prevent you from entering an incorrect amount, but a hold will be placed on the student's account and the plan may be terminated if the amount is too low. (In this example, the student's spring out-of-pocket cost is \$5,000.00. The user should type 5000.00 in the Payment Plan Total field.)

Description	Charges(\$)	Credits(\$)
Payment Plan Total	<input type="text" value="5000.00"/>	

- Click Display Schedule.
- If your payment plan does not require a down payment, the payment schedule will display.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Payment Plan Total	<input type="text" value="5000.00"/>	
Balance		5,000.00
Maximum deferral amount:		0.00

Payment Schedule		
Description	Due Date	Amount(\$)
Setup fee	Due now	100.00
Installment 1	12/5/16	1,000.00
Installment 2	1/5/17	1,000.00
Installment 3	2/5/17	1,000.00
Installment 4	3/5/17	1,000.00
Installment 5	4/5/17	1,000.00
<b>Total of installments:</b>		<b>5,000.00</b>
<b>Total fees:</b>		<b>100.00</b>

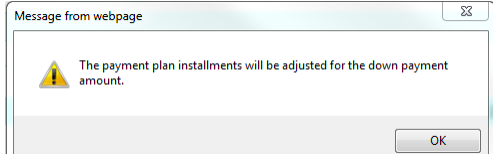
- If your payment plan requires a down payment:
  - The minimum down payment amount, if any, will appear at the top of the screen. For example, if the minimum down payment is \$2,722.00, the following message appears:

Minimum down payment is \$2,722.00.

- Type the minimum amount in the Down Payment field and verify that you typed the intended amount. (Do not type \$ sign or comma.) You may type a larger amount if you wish to increase the down payment, but you may not type a smaller amount.

Maximum deferral amount: 0.00  
 Down payment: 2722.00

- Click Display Schedule again. The following message will display:



- Click OK to display the payment schedule.
- Review your payment schedule. If you are not certain that you can afford the specified payments on the specified due dates, click Cancel. (IMPORTANT: The due dates cannot be changed.)
- Otherwise, click Continue.
- In the Select Payment Method dropdown list, select one of the following options and click Select:

Select Payment Method

Payment Method  
 Select Payment Method

Select Back Cancel

\*Credit card payments are handled through PayPath®, a tuition payment service.

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

- **New Electronic Check:** Enrollment fee, installments, and any down payment will be automatically **withdrawn** from a US bank checking or savings account. No service fee is charged.

Payment Method  
 New Electronic Check (checking)

Select

\*Credit card payments are handled through PayPath®, a tuition payment service.

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.

\*Account type: Select account type

\*Routing number: (View example)

\*Bank Account number:

RE-ENTER THE ACCOUNT NUMBER IN REVERSE ORDER

\*Confirm account number:

Billing Information

\*Name on account:

Check here for an international address

\*Billing address:

Billing address line two:

\*City:

\*State/Province: Select State/Province

\*Postal Code:

Refund Options

Only ONE account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

\*Save payment method as: (e.g. Primary Checking)

Continue Previous Step Cancel

- Select the account type and **accurately** type the routing number and the bank account number. It takes several business days for TouchNet to verify your banking information.
- Confirm the bank account number by typing it **in reverse** as indicated on the screen.
- Type the name and billing address for the bank account holder.
- To save the banking information for direct deposit in case you qualify for a refund in the future, select the Check Here check box.
- In the Save Payment Method As field, type a description of your choice for the bank account.
- Click Continue.
- Review the payment plan agreement until you understand the terms and conditions.
- To accept the terms and conditions, select the I Agree box at the bottom of the agreement.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

[Continue](#) [View Worksheet](#) [Print Agreement](#) [Back](#) [Cancel](#)

Once you begin the payment process, you have 10 minutes to complete the payment while your plan enrollment is "active." Payments completed after 10 minutes cannot be linked to the payment plan, and you will have to begin the plan enrollment process again and complete a second payment.

- Click Continue.
- Review the ACH payment agreement until you understand the terms and conditions.
- To accept the terms and conditions, select the I Agree box at the bottom of the agreement.

I agree to the above terms and conditions.

[Continue](#) [Print Agreement](#) [Back](#) [Cancel](#)

- To complete the payment plan enrollment, click Continue. Your payment receipt will display.
- Otherwise, click Cancel.

- **Credit Card via PayPath:** Select to **automatically** charge the enrollment fee, installments, and any down payment to a credit card. TouchNet will charge a 2.75% service fee for each payment. (**Do not sign up with a debit card.** Instead, avoid the service fee by selecting the New Electronic Check option and using the routing number and bank account number associated with the debit card rather than the debit card number).

- Review the payment plan agreement until you understand the terms and conditions.
- To agree to the terms and conditions, select the I Agree box at the bottom of the agreement.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

[Continue](#) [View Worksheet](#) [Print Agreement](#) [Back](#) [Cancel](#)

Once you begin the payment process, you have 10 minutes to complete the payment while your plan enrollment is "active." Payments completed after 10 minutes cannot be linked to the payment plan, and you will have to begin the plan enrollment process again and complete a second payment.

- Click Continue to display the PayPath Welcome page.



Welcome to the PayPath Payment Service!

- Click Continue to display the Payment Amount Information page.



### Payment Amount Information

In addition to the amount paid to Delaware Valley University, a non-refundable PayPath Payment Service fee of 2.75% will be added to your payment with a Minimum charge of \$3.00.

- Verify the transaction amount.
- Click Continue to display the Payment Card Information page.

- Enter your card information.
- To complete the payment plan enrollment, click Continue. Your payment receipt will display.
- Otherwise, click Cancel.

- **Previously saved payment method** (if applicable): If you saved checking or savings account information for a previous payment plan or online payment, the enrollment fee, installments, and any down payment will be **automatically withdrawn** using the saved. No service fee is charged.
  - Click Continue.
  - Review the payment plan agreement until you understand the terms and conditions.
  - To agree to the terms and conditions, select the I Agree box at the bottom of the payment plan agreement.

- Click Continue.
- Review the ACH payment agreement until you understand the terms and conditions.
- To accept the terms and conditions, select the I Agree box at the bottom of the agreement.

- To complete the payment plan enrollment, click Continue. Your payment receipt will display.
- Otherwise, click Cancel.

You are now enrolled in a payment plan!

## IMPORTANT DETAILS ABOUT DELVAL PAYMENT PLANS

- **If you are enrolled in an annual payment plan, you should not enroll in a spring term plan.** However, you should verify that the remaining balance of your annual plan will cover your spring costs.
- **Your payment plan will be terminated if any enrollment fee, installment, or down payment are returned by the bank or refused by the credit card company.** You will need to enroll in a new plan and pay a new enrollment fee. If no plans are available, you will need to immediately pay your remaining balance in full. Enter your bank account or credit card information accurately and ensure that the funds are available on each automatic withdrawal/charge date. For credit card payment plans, contact your card company in advance and ask how to authorize scheduled future installments.
- **Installment due dates cannot be changed.**
- **Payment plan balances do not automatically adjust** to changes in a student's tuition account. To adjust future payment amounts, the student must email [bursar@delval.edu](mailto:bursar@delval.edu) from his or her DelVal email address at least four (4) business days before the next scheduled automatic payment. DelVal reserves the right to refuse any adjustment request.
- **If a family member wishes to receive monthly installment reminder emails,** the student must set up that individual as an authorized user and the individual must **log in with authorized user credentials** to enroll in the payment plan. Otherwise, only the student will receive any payment plan emails.
- **You will not be automatically enrolled in a new payment plan when the payment plan is completed.**
  - Annual plans: Do not enroll in a spring term plan, but you will need enroll in a new plan next year.
  - Single-term plans: You need to enroll in a new plan for the next academic term.
- **All payments are automatically withdrawn from your bank account or charged to your card.** Down payments and enrollment fees are automatically withdrawn or charged on the day of enrollment. Monthly installments are automatically withdrawn or charged on each scheduled date. Ensure the correct amount is in your bank account before enrollment and before each payment date.
- **Payments made outside of the payment plan will not be considered as part of the payment plan.** Separate payments will not substitute for or cancel the scheduled automatic withdrawals/charges.