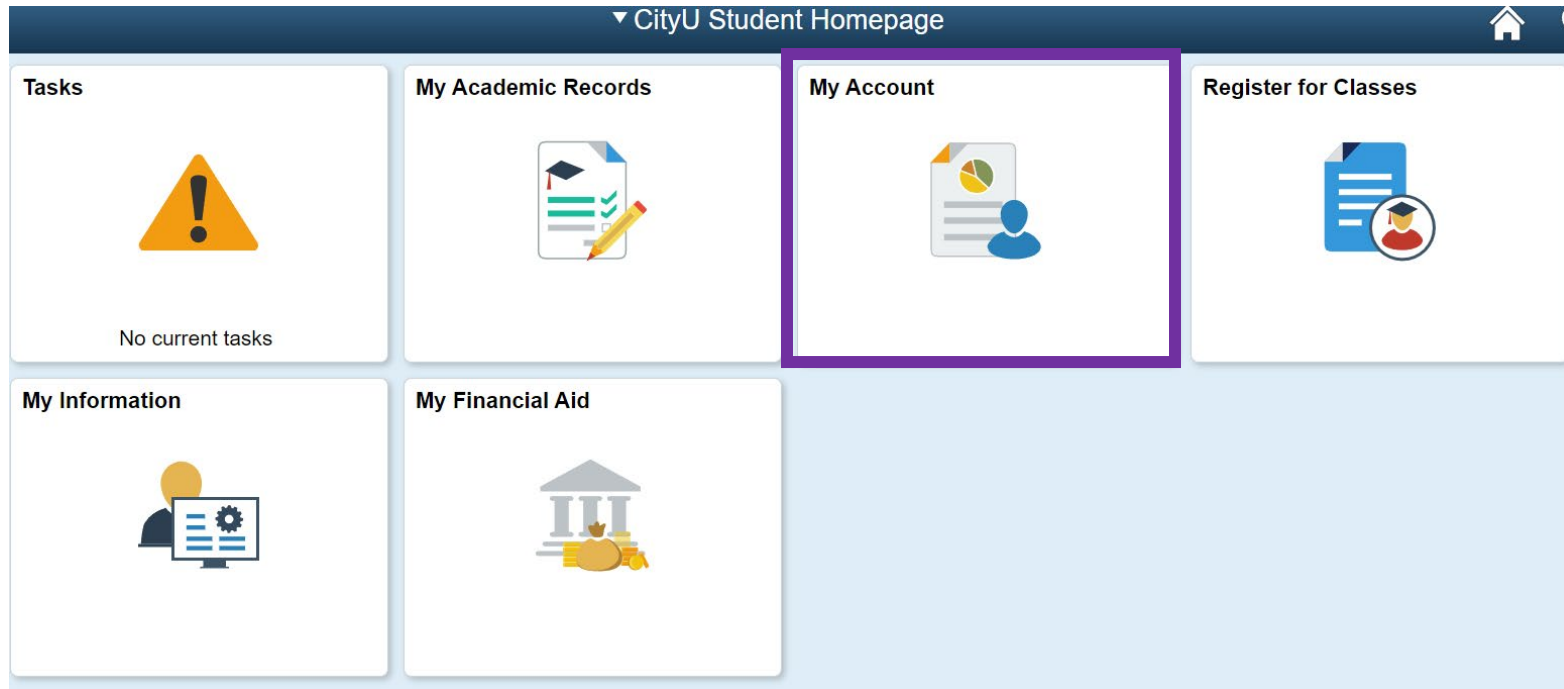


## HOW TO MAKE A PAYMENT ONLINE

Log into My.Cityu.edu Portal. Click on the Student Center in the top navigation.



If the student is not logged into a CityU system it will ask for login (username/password). Once logged you will be on the CityU Student Homepage. Click on the "My Account" Tile.



This will open and land on the Account Inquiry page. Click on the “Make a Payment Link.”

The screenshot displays a web interface for account management. On the left is a vertical navigation menu with three items: 'Account Inquiry' (highlighted in green), 'Setup Direct Deposit', and 'View 1098-T'. The main content area shows the user's name 'Melissa McEacham' and a blue bar with the text 'Account Inquiry' and a 'View 1098-T' button. Below this are tabs for 'Summary' and 'Activity'. The 'Account Summary' section features a 'What I Owe' box with the message 'You have no outstanding charges at this time.' Below the box is a checkbox labeled 'I have read and accept the' followed by a blue link 'Refund Policy' which is circled in orange. At the bottom of the main area are three links: 'Start a Payment Plan', 'Make a Payment', and 'U.S. Campus Intl Wire Payment'. A dark blue icon with two white vertical bars is located at the bottom left of the main content area.

The student may also opt to make a wire transfer vs. a payment. Make a Payment is for debit and credit cards.

This will direct you to the Touch Net Payment Gateway.

Select the payment option (current account balance or total amount due). You may also modify and pay a portion of the balance/amount due by modifying the amount in the box across from current account balance.

Once are ready to being the payment process click the Green Continue Button.

The Account Payment Path will visually let you know where you are in the process.

**CityUniversity**  
of Seattle

Logged in as [redacted] | Logout

My Account | Make Payment | Help | My Profile

### Account Payment

Progress: Amount (Selected) | Payment | Confirmation | Receipt

Current account balance  
 Amount due

Payment Amount: -\$1.00 |   
Payment Amount: -\$1.00 |

Payment Total: \$1.00

Payment Date: 1/3/18 | Memo:

[Continue](#)

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Next, select the type of payment you want to make – Electronic Check (from checking or savings) or credit card.

If you want to pay by “debit card” from your checking account use the Electronic Check option to avoid fees. If you use your debit card using the Credit Card via PayPath option it will be treated like a credit card and you will be charged processing fees.

Hit the select button once you are done selecting the type of payment you are making.

**CityUniversity**  
of Seattle

Logged in as: Mele Aho | Logout

My Account Make Payment Help My Profile

## Account Payment

Amount Payment Confirmation Receipt

**Amount** \$1.00

Method  Select

- Electronic Check (checking/savings)
- Credit Card via PayPath

Back Cancel

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

**Electronic Check** - Payments can be made from a personal checking or savings account.

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# Using Electronic Check Payments

The Payment Screen will ask you for the type of account (checking or savings), bank and account routing information.

You will also be asked to provide the name of the account holder.

If you want to save this routing information for future payments, remember to click the “Option to Save.”

Once you have completed all of the information, click the green “Continue” button.

**CityUniversity** of Seattle Logged in as: [Name] Logout

[My Account](#) [Make Payment](#) [Help](#) My Profile

### Account Payment

Progress: Amount — **Payment** — Confirmation — Receipt

**Amount** \$1.00

**Method** Electronic Check (checking/savings)

**Account Information**

\* Indicates required fields

You can use any personal checking or savings account.  
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.  
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Name on account:

**Option to Save**

Save this payment method for future use

Save payment method as: (example My Checking)

\*Account type:   
Checking  
Savings

\*Routing number: (Example)

\*Bank account number:

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

**Electronic Check** - Payments can be made from a personal checking or savings account.

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The system will confirm the payment information you are submitting, you will be asked a final time to confirm the payment by clicking the green “Submit Payment” button.

CityUniversity  
of Seattle

My Account Make Payment Help

Logged in as [Name] | Logout

My Profile

### Account Payment

Amount Payment Confirmation Receipt

Please review the transaction details, then submit your payment.

<b>Payment Information</b>	<b>Paid To</b>
Payment Amount: \$1.00 <a href="#">Change Amount</a>	City University of Seattle 521 Wall Street Seattle, WA 98121
Payment Date: 1/3/18	<b>Confirmation Email</b>
<b>Selected Payment Method</b>	Primary: MAho@cityu.edu
WEBCHECK Account: xxxxxxx0684 Billing Address: [Redacted] <a href="#">Change Payment Method</a>	

[Back](#) [Cancel](#) [Submit Payment](#)

Then the system will ask you to confirm the banking information for the electronic check as well as agree to terms and conditions by clicking the “agree” statement. Once checked, click the green “Continue” button to obtain a receipt.

### ACH Agreement

I hereby authorize **City University of Seattle** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$25.00** return fee will be added to my student account.

Name: [Redacted]  
Address: [Redacted]  
Depository: [Redacted]  
Routing Number: [Redacted]  
Account Number: [Redacted]  
Debit Amount: \$1.00

This agreement is dated Wednesday, January 3, 2018.  
For fraud detection purposes, your internet address has been logged: 104.193.112.7 at 1/3/18 4:50:05 PM PST

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

To revoke this authorization agreement you must contact: [billing@cityu.edu](mailto:billing@cityu.edu)

I agree to the above terms and conditions. (Print Agreement)

[Cancel](#) [Continue](#)

## Using Credit Card/Debit Card Payments

Select the type of payment you want to make i.e. Credit Card. Remember debit cards will be processed like credit cards unless you use the electronic check option. Hit the “Select” button.

CityUniversity of Seattle

Logged in as: [Name] Logout

My Account Make Payment Help My Profile

### Account Payment

Amount: \$1.00

Method: Credit Card via PayPath

Back Cancel

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Debit Card - We accept the following debit cards.

VISA

This will send you to the “PayPath” screen to process your credit card payment. Fill in your DOB and Last name as verification. Hit the “Continue” button.

PayPath Payment Service

### CityUniversity of Seattle

Welcome to the PayPath Payment Service!

This service allows you to make credit or debit card payments for City University of Seattle student accounts. A non-refundable PayPath Payment Service fee of 2.75% (minimum \$3.00) will be added to your payment.

The following information will be used on behalf of the following students:

Student date of birth:	[Month] [Day] [Year]
Student last name:	[Last Name]
Account ID %>	11059398
Amount	\$1.00

PayPath Payment Service accepts:

VISA

Continue Cancel and Close

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PayPath Information | Phone: 800-326-4000 | Contact us online: info@paypath.com

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75%

You must again confirm that you are aware you will be charged the convenience fee for using a credit card. You must again hit the “Continue” button to confirm that you want to move forward with the transaction.

PayPath Payment Service

1. Amount 2. Card Information 3. Submit 4. Receipt

**Payment Amount Information**  
In addition to the amount paid to City University of Seattle, a non-refundable PayPath Payment Service fee of 2.50% will be added to your payment with a Minimum charge of \$3.00.

Payment amount: \$1.00

Continue Cancel

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Contact Information | Phone: 206-229-4922 | Contact email: info@touchnet.com

TouchNet

Enter all of your credit card information on the payment screen and then hit the “Continue” button.

PayPath Payment Service

1. Amount 2. Card Information 3. Submit 4. Receipt

**Payment Card Information**  
PayPath Payment Service accepts:  
VISA MasterCard

\*Indicates required fields

\*Name on card:

\*Card account number:

\*Card expiration date: MM YY

\*Card security code:  What is this?

**Billing Address**  
Check if address is outside of the United States:

\*Billing address:

\*City:

\*State: Washington (WA)

\*Zip code:

\*Email address:

\*Confirm email address:

Phone number:

Continue Cancel

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Contact Information | Phone: 206-229-4922 | Contact email: info@touchnet.com

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The system will ask you to confirm the payment details. You will be required to agree to the terms and conditions. Once the “I agree” statement is selected, the “Submit Payment” button will be available. Hit the “Submit Payment” button to complete your payment transaction.

1. Amount → 2. Card Information → 3. Submit → 4. Receipt

### Review Payment Details

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to City University of Seattle:	\$1.00
PayPath Payment Service Fee:	\$3.00
Total payment amount:	\$4.00

School name: City University of Seattle

Student last name: [REDACTED]

Payer name: [REDACTED]

Billing address: 521 Wall Street

Billing city: Seattle

Billing state: WA

Billing postal code: 98121

Email address: mmecham@cityu.edu

Phone number: 2062394730

Card number: [REDACTED]

Browser internet address: 104.193.112.7

Business correspondence address: TOUCHNET INFORMATION SYSTEMS INC  
15520 COLLEGE BLVD.  
LENEXA, KS 66219  
UNITED STATES


### Terms and Conditions

I hereby authorize charges totaling \$4.00 via my credit card. I understand that a PayPath Payment Service fee of \$3.00 will be charged to my credit card and is not refundable under any circumstances.

I agree to the terms and conditions.

**Submit Payment** Change Information Cancel

Upon successful submission you will be provided a receipt screen that you may print for your personal records.



**Thank you for using PayPath Payment Service!**

A payment was processed and posted successfully to your City University of Seattle account. Please print this page as your receipt and close this payment session. A confirmation email was sent to mmecham@cityu.edu

Your credit card statement will reflect two transactions with the following information:

"PayPath City University of Seattle"	\$1.00
"PayPath Service Fee"	\$3.00

**Receipt Information**

Payment to City University of Seattle:	\$1.00
PayPath Payment Service Fee::	\$3.00
Total payment amount:	\$4.00
School name:	City University of Seattle
Payer name:	[REDACTED]
Billing address:	521 Wall Street
Billing city:	Seattle
Billing state:	WA
Billing postal code:	98121
Email address:	[REDACTED]
Phone number:	[REDACTED]
Card:	Visa
Card number:	[REDACTED]
Date and time:	01/03/2018 07:14 PM
Browser internet address:	104.193.112.7
Reference number:	20180103000001
20122279 receipt ID:	3

The following accounts will receive the corresponding credit.

Student Id	Amount
20122279 - Student Account	\$1.00

**City University of Seattle Contact Information**

If you have any questions concerning this transaction, please contact City University of Seattle at:

Contact phone:	206 239-4910
Contact email:	billing@cityu.edu

**Terms and Conditions**

I hereby authorize charges totaling \$4.00 via my credit card. I understand that a PayPath Payment Service fee of \$3.00 will be charged to my credit card and is not refundable under any circumstances.

[Close](#) [Print](#)