

# Saving a Payment Method in Your Student Account Center

Use the blue up and down arrows on your PDF viewer or the page up and down buttons on your keyboard to move forward and backward throughout the tutorial.

Student Account Home - Windows Internet Explorer

https://secure.touchnet.com:8443/C20749test\_tsa/tapp?Navigate=welcome.jsp&OnError=welcome

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Oracle Application Server For... Student Account Home

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Logged in as: Peter Panther

Home eBills Payments Deposits Payment Plans Refunds Authorized Users **My Profiles**

### Welcome Peter Panther!

This is the place to manage your student account activity. Here you can view your bills, make payments, enroll in a payment plan, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site.

#### Announcements

**Future Balances**  
Tuition and fees for a future term may be included when viewing "Current Account Status". Click on "Recent Account Activity" then "View Transactions by Terms." Select the term you wish to view for accounting transactions.

**IMPORTANT NOTICE: PANTHER PAYMENT PLAN PAYMENTS**  
All monthly payments must be made online through your Student Account Center. Please DO NOT mail in or send wire transfers for monthly payments.

**Future Estimated Financial Aid**  
Estimated future financial aid may be included when viewing current account status. Click on "Recent Account Activity" then "View Transactions by Term." Select the term you want to view for estimated financial aid awards.

#### Quick View

**Current Account Status** eBills **Recent Payments and Credits** **Payment Plans** **Create a Refund Profile**

#### Current Account Status

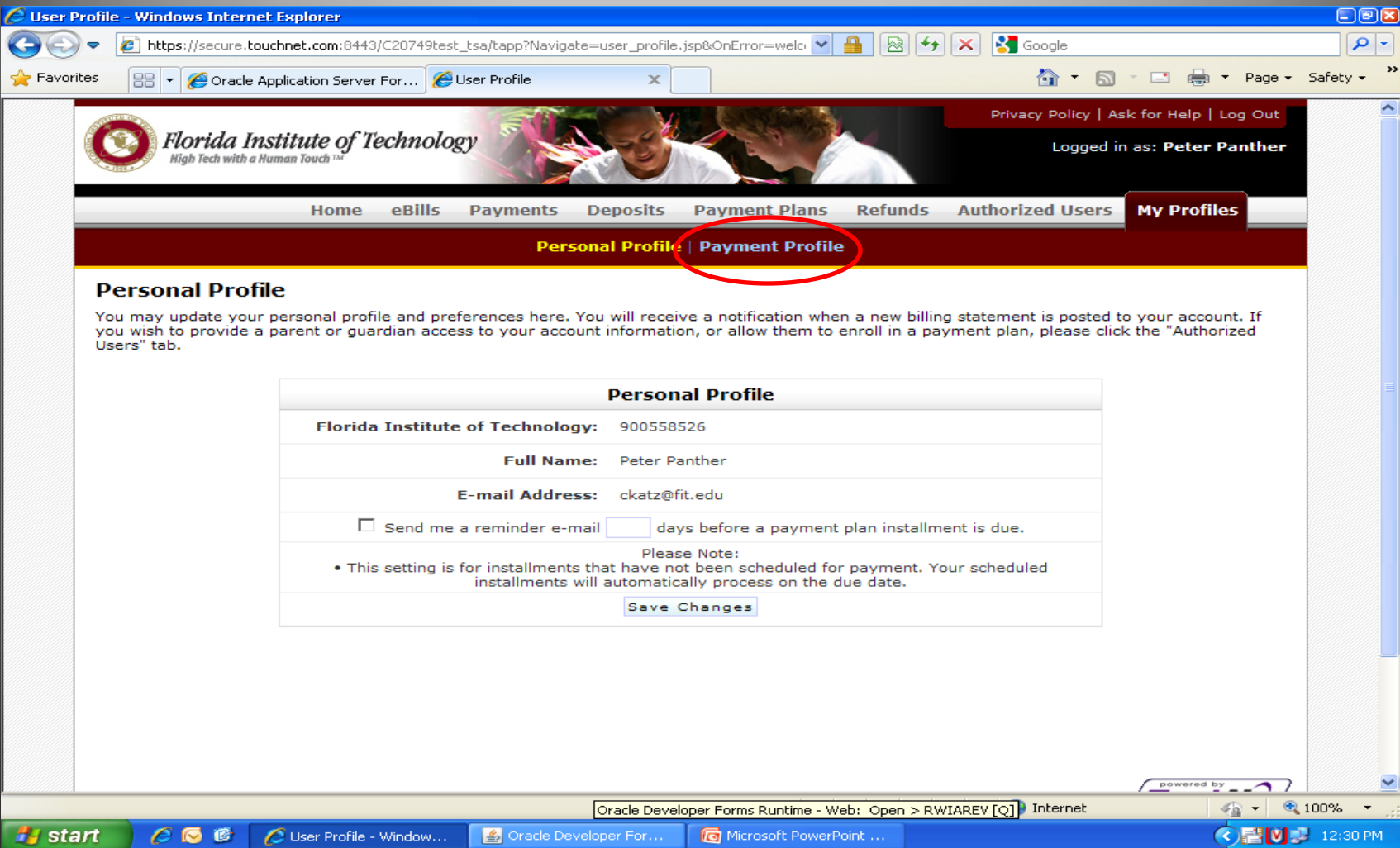
Your current account balance, including [recent account activity](#), is **\$1,020.00**. You can also view transactions and pay balances from [previous terms](#).

Current Account Status		
Balance:	\$1,020.00	<a href="#">View Current Activity</a>
Detail Codes - Fall 2009 - Panther Payment Plan Balance	\$1,020.00	<a href="#">Detail Codes - Fall 2009 - Panther Payment Plan</a>
Other Charges Not Included in a Plan:	\$0.00	<a href="#">Make a Payment</a>

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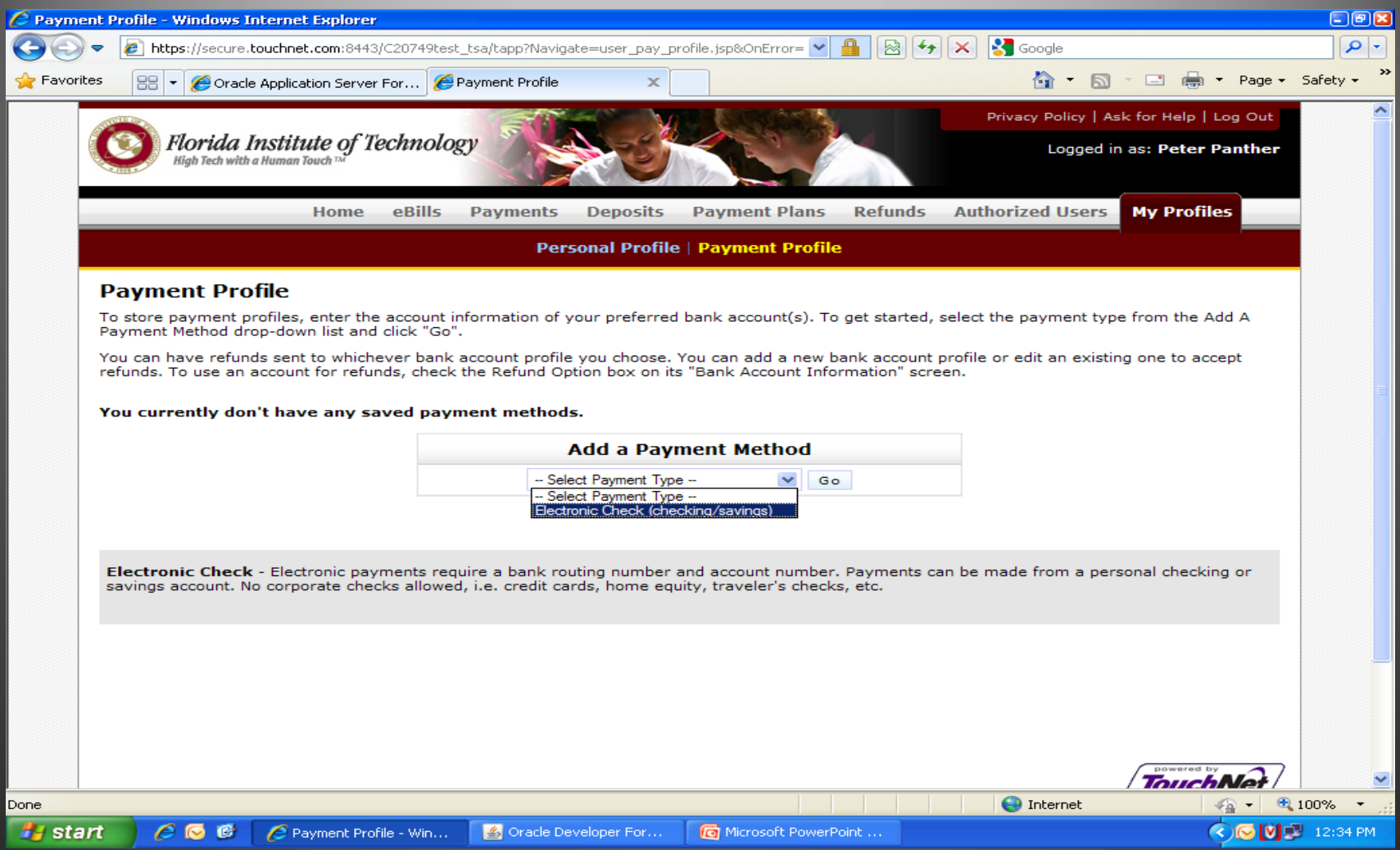
## Student Account Center - Home Page

➤ Select the *My Profiles* tab (circled in red) from the menu at the top of the screen.



## Student Account Center – My Profiles

➤ Click on the *Payment Profile* link (circled in red).



## My Profiles – Payment Profile

- From the drop box, under Add a Payment Method, select *Electronic Check (checking/savings)*.
- Click on the **Go** button.

Add Payment Method - Windows Internet Explorer

https://secure.touchnet.com:8443/C20749test\_tsa/tapp?Navigate=add\_ach\_profile.jsp&OnError=...

Oracle Application Server For... Add Payment Method

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Logged in as: Peter Panther

Home eBills Payments Deposits Payment Plans Refunds Authorized Users **My Profiles**

Personal Profile | **Payment Profile**

### Payment Profile

You may store payment profiles by entering the account information of your preferred bank account(s).

#### Bank Account Information

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.  
Note that only one bank account can be designated to receive refunds. Please choose a meaningful name that will allow you to easily recognize and reuse this payment method in the future.

Account Nickname: Panther Checking (e.g. Primary Checking)

Account Type: Checking

ABA Routing Number: 101000019 [View Illustration](#)

Account Number: 123456

Confirm Account Number: 123456

#### Accountholder Billing Information

Name on Account: Peter Panther

International Address?

Billing Address: 12345 Panther Way

City: Melbourne

State/Province: Florida (FL)

Zip Code: 32901

Refund Option  Please check here if you would like refunds to be deposited into this account.

Cancel Save

Be sure to double-check your Routing Number and Account Number. Any error made while entering this information may result in payment being denied by your bank.

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## My Profiles – Payment Profile

- Complete the Bank Account Information worksheet. Be sure to double-check the Routing and Account Numbers for accuracy.
- Click on the **Save** button.

ACH Agreement - Windows Internet Explorer

https://secure.touchnet.com:8443/C20749test\_tsa/web/new\_ach\_agreement.jsp

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Logged in as: Peter Panther

Home eBills **Payments** Deposits Payment Plans Refunds Authorized Users My Profiles

Make a Payment | Payment History |

**Please read the following agreement carefully before you continue.**

I hereby authorize **Florida Institute of Technology** to initiate recurring 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 "NSF" or "Insufficient Funds", I understand that a \$ 30.00 return fee will be electronically debited from my account.

Name: Peter Panther  
Address: 12345 Panther Way  
Melbourne, FL 32901  
Depository: COMMERCE BANK, N.A.  
ACH DEPT.  
KANSAS CITY,MO 641416248  
Routing Number: 101000019  
Account Number: xx3456

This agreement is dated Wednesday, September 30, 2009  
For fraud detection purposes, your internet address has been logged.  
163.118.8.187 at 09/30/2009 01:19:45 PM CDT

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 [studentacctg@fit.edu](mailto:studentacctg@fit.edu).

Print and retain a copy of this agreement.

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

**Print Agreement**

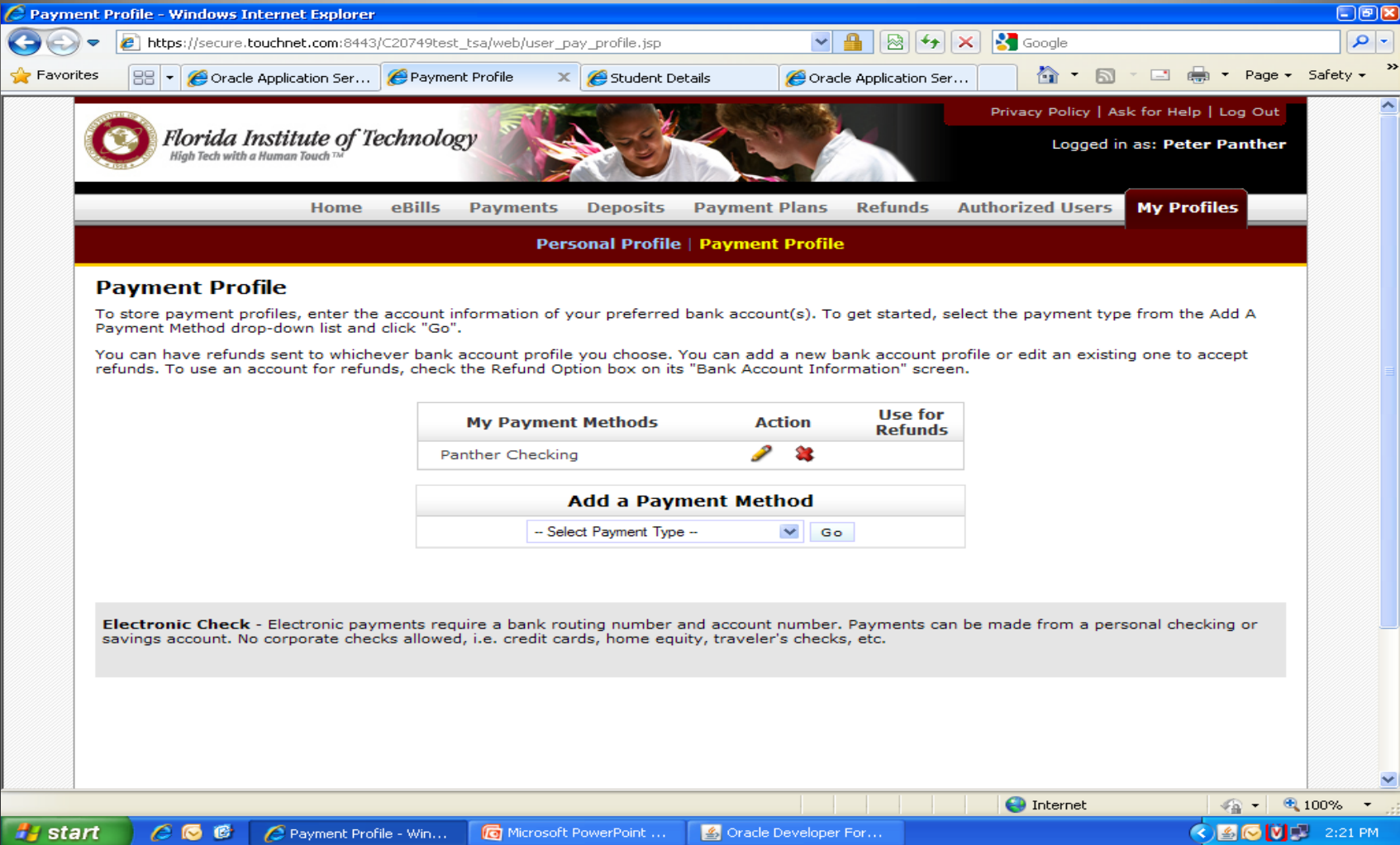
I Agree

Cancel Continue

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## My Profiles – Payment Profile

- To continue, click on the *I Agree* check box.
- Click on the *Continue* button.



## My Profiles – Payment Profile

Your new payment method has now been saved.