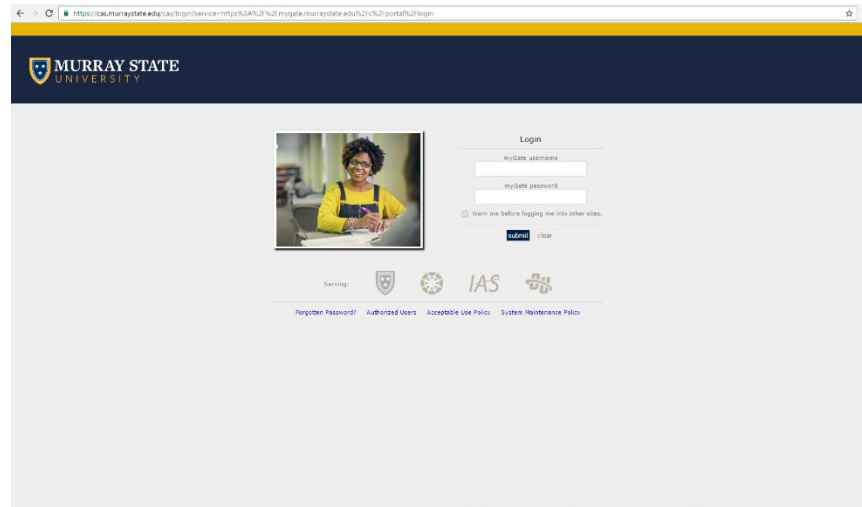


# Enrolling in a Payment Plan

This is a guide to enrolling in a Payment Plan and making your payments.

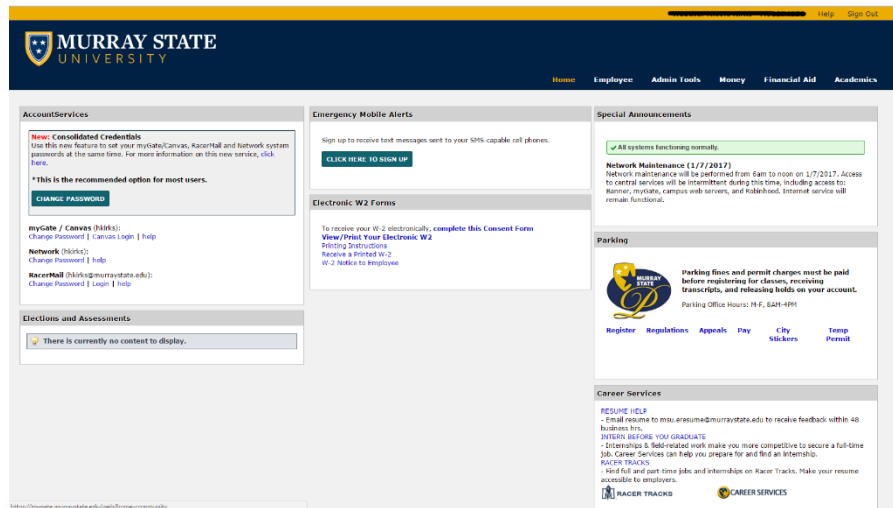
# Logging In



This is the log-in site. You will type in your myGate user name and password and click “Log in”. **We recommend that you save this page as a favorite on your personal computer.**

*Log in to your myGate account now.*

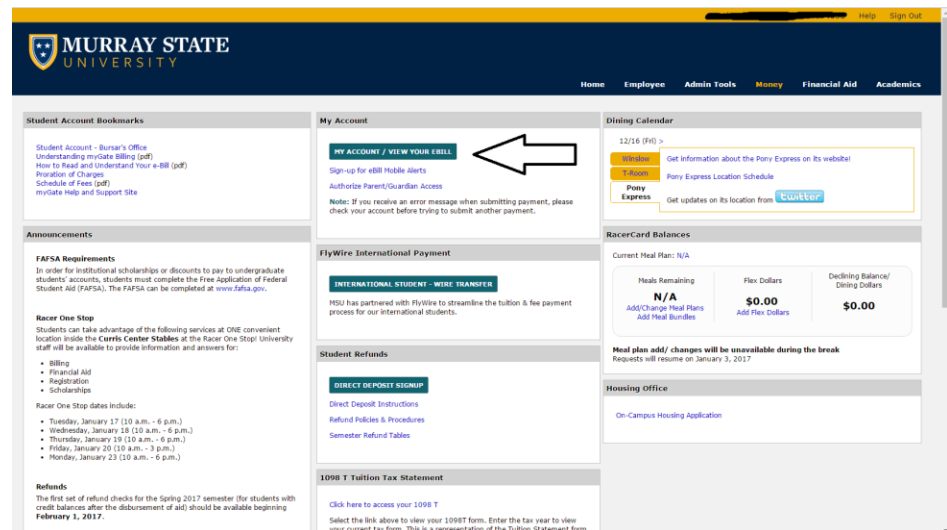
# Navigating myGate



This is the home page for the myGate site. From here, student workers/employees will be able to input their time under the “Employee” tab. You can view grades, schedule classes, pull MAP reports (degree audits), and view important dates for registration under the “Academics” tab. The “**Money**” tab is the place where you can view your bill, make payments, change/add a meal plan.

# Money Tab

Under the “Money” tab, you will see (on the right hand side) a list of important contacts and announcements. You will also be able to set up direct deposit, view your eBill, and find your 1098-T tax information.



The screenshot displays the Murray State University website's 'Money' tab interface. The top navigation bar includes links for Home, Employee, Admin Tools, Money (highlighted), Financial Aid, and Academics. The main content area is divided into several sections:

- Student Account Bookmarks:** Links to Student Account, Bursar's Office, Understanding myGate Billing (pdf), How to Read and Understand Your e-Bill (pdf), Provision of Charges, Schedule of Fees (pdf), and myGate Help and Support Site.
- My Account:** A section with a prominent blue button labeled 'MY ACCOUNT / VIEW YOUR eBILL' (indicated by a white arrow). Below this are links for 'Sign-up for eBill Mobile Alerts', 'Authorize Parent/Guardian Access', and a note about error messages when submitting payments.
- Announcements:** Includes 'FAFSA Requirements' and 'Racer One Stop' services.
- Student Refunds:** Features a 'DIRECT DEPOSIT SIGNUP' button and links for 'Direct Deposit Instructions', 'Refund Policies & Procedures', and 'Semester Refund Tables'.
- 1098 T Tuition Tax Statement:** Includes a link to 'Click here to access your 1098 T' and instructions on how to view the form.
- Dining Calendar:** Shows the current meal plan as 'N/A' and provides links for 'Add/Change Meal Plans' and 'Add Flex Dollars'.
- RacerCard Balances:** Displays the current meal plan as 'N/A' and shows the declining balance in dollars.
- Housing Office:** Includes a link for 'On-Campus Housing Application'.

# My Account

The screenshot shows the Murray State University website's 'My Account' page. The page has a dark blue header with the university logo and navigation links: Home, Employee, Admin Tools, Money, Financial Aid, and Academics. The main content area is divided into several sections:

- Student Account Bookmarks:** Links to Student Account - Bunkar's Office, Understanding Invoice Billing (pdf), How to Read and Understand Your e-Bill (pdf), Proration of Charges, Schedule of Fees (pdf), and myGate Help and Support Site.
- Announcements:** Includes FAFSA Requirements and Racer One Stop information.
- My Account:** The central section with a link to 'MY ACCOUNT / VIEW YOUR EBILL' (highlighted by a white arrow). Below it are links for 'Sign-up for eBill Mobile alerts' and 'Authorize Parent/Guardian Access'. A note states: 'Note: If you receive an error message when submitting payment, please check your account before trying to submit another payment.'
- FlyWire International Payment:** Includes a link to 'INTERNATIONAL STUDENT - WIRE TRANSFER' and text about MSU's partnership with FlyWire.
- Student Refunds:** Includes a link to 'DIRECT DEPOSIT SIGNUP' and links for 'Direct Deposit Instructions', 'Refund Policies & Procedures', and 'Semester Refund Tables'.
- 1098 T Tuition Tax Statement:** Includes a link to 'Click here to access your 1098 T' and text about selecting the link to view the 1098T form.
- Dining Calendar:** Shows the current date (12/16 (Fri)) and links for 'Pony Express' and 'Pony Express Location Schedule'.
- RacerCard Balances:** A table showing meal plans and balances.
- Housing Office:** Includes a link for 'On-Campus Housing Application'.

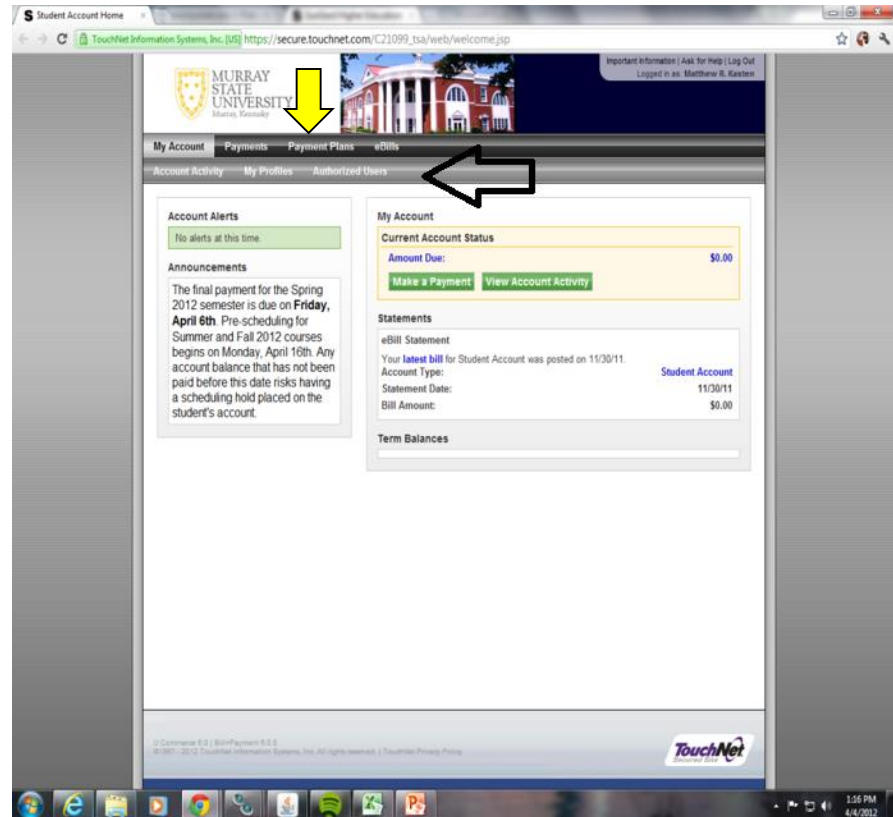
Meals Remaining	Flex Dollars	Dedining Balance/ Dining Dollars
N/A	\$0.00	\$0.00
Add/Change Meal Plans	Add Flex Dollars	
Add Meal Bundles		

Under the “Money” tab, you will see a box called “My Account” – this is where you can view your current charges, e-bills, set up a payment plan & make a payment.

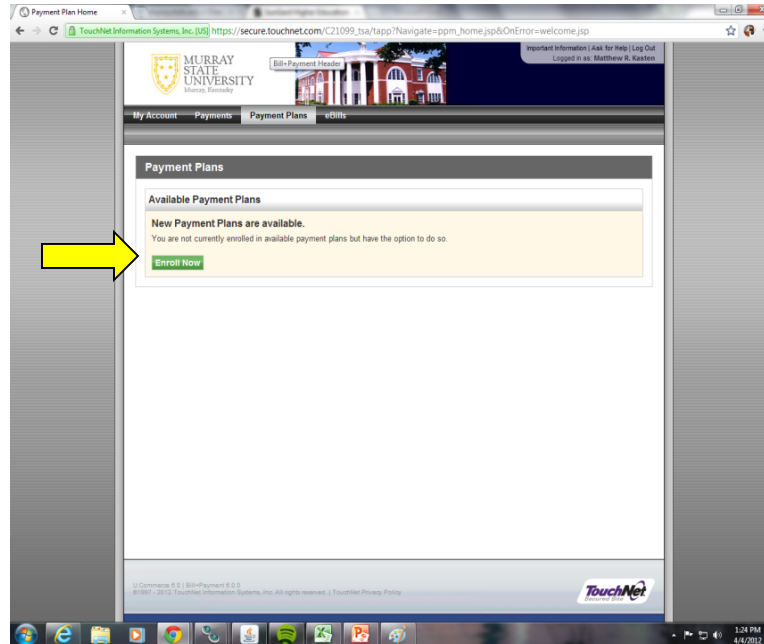
*Click the “My Account/View your ebill” link.*

# My Account, Cont.

This is the homepage for bill payment. There is a menu of options across the top of the page. Notice that this is where you can set up authorized users. When your authorized users sign in – they will NOT have to go through the myGate account. They will ONLY sign on through this website – which will only grant access to the billing & payment aspect of the student's account.



# Payment Plans



Under the “Payment Plans” tab you will be able to enroll in a payment plan. Click Enroll Now button to begin the enrollment process .

# Payment Plans

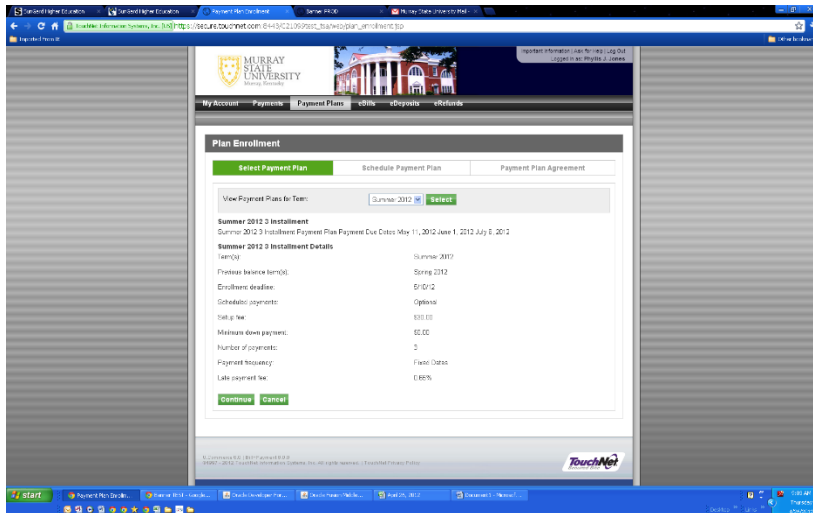


- First you will need to select the semester you are wanting to enroll.
- To enroll in a payment plan you must have a balance of at least \$200.



# Payment Plans

- This page shows the details of the payment plan you are enrolling. It shows the cost to set up, how many payments, and the late payment fee if you are late on a payment.



# Payment Plans

- Click Display Payment Schedule to continue.

The screenshot shows the 'Plan Enrollment' page for Murray State University. The page has a navigation bar with 'My Account', 'Payments', 'Payment Plans', 'eBills', 'eDeposits', and 'eRefunds'. The 'Payment Plans' section is active, showing 'Select Payment Plan', 'Schedule Payment Plan', and 'Payment Plan Agreement' tabs. Below the tabs, there is a table titled 'Eligible Charges and Credits' with columns for 'Description', 'Charged()', 'Credited()', and 'Balance Payment()'. The table lists 'Tuition' with a charge of 722.00 and 'Open Payment' with a balance of 0.00. At the bottom of the table, there are three buttons: 'Display Payment Schedule' (highlighted with a yellow arrow), 'Previous Step', and 'Cancel'.

Description	Charged()	Credited()	Balance Payment()
Tuition	722.00		
Open Payment			0.00

# Payment Plans

- This shows you the payment schedule and due dates. You will also have the option to set up automatic payments or manually make them each time. Click Continue.

**Plan Enrollment**

Select Payment Plan Schedule Payment Plan Payment Plan Agreement

Please note that all amounts listed below include the most recent activity in your account, and may not necessarily match your latest billing statement. For more information about credit charges and/or credits, please see your [activity since last statement](#). Please review your payment schedule carefully before completing your enrollment.

Description	Charge(s)	Credit(s)	Down Payment(s)
Tuition	722.00		
Down Payment			3.00

[Recalculate Payment Schedule](#)

Description	Due Date	Amount(s)
Setup fee	Due now	30.00
1st installment	5/17/12	240.67
2nd installment	8/7/12	240.67
3rd installment	7/8/12	240.66
<b>Total of installments:</b>		<b>722.00</b>
<b>Total fees:</b>		<b>30.00</b>

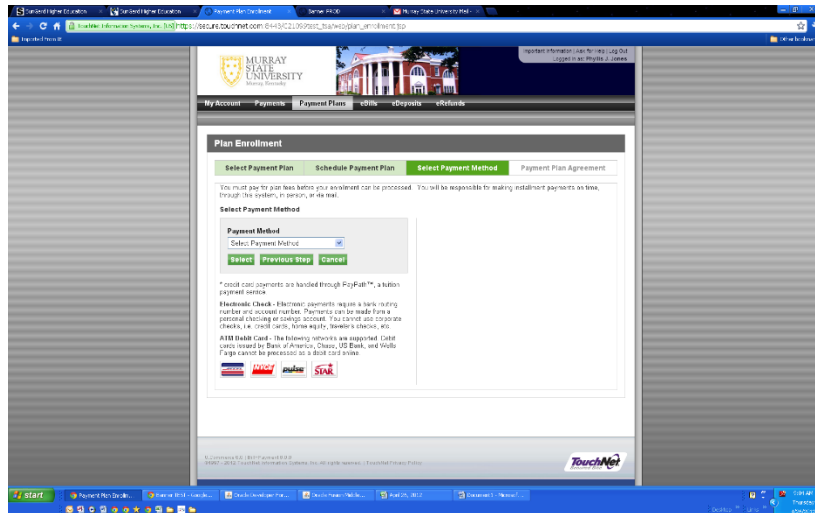
**Set up Automatic Payments**  
Would you like to set up payments to be made automatically on the dates shown above?

☐ Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

☐ No, I don't want to set up payments. I will come back and make each payment on or before the due date.

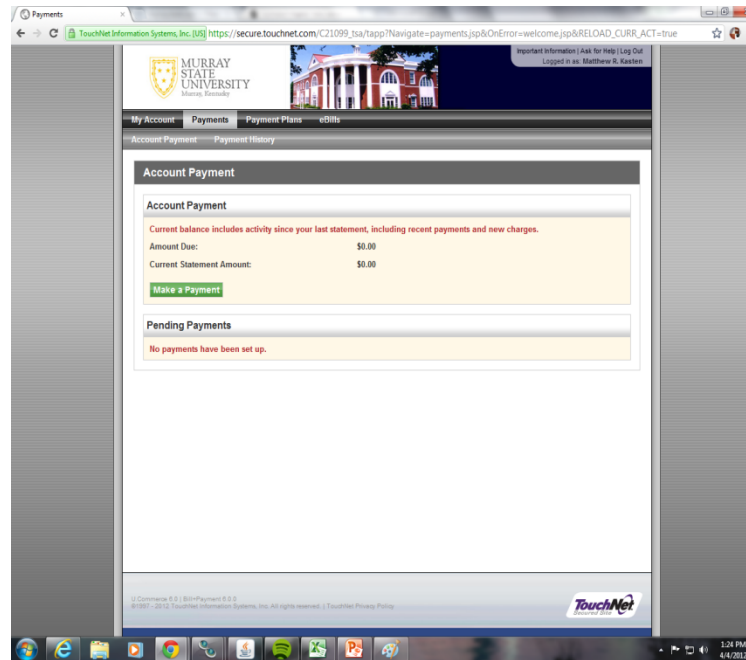
[Continue](#) [Previous Step](#) [Cancel](#)

# Payment Plans



- From this page you can select your payment method and click Select to begin the payment process.
- Be sure to follow through after your payment is submitted until you have received the confirmation page stating your are enrolled.

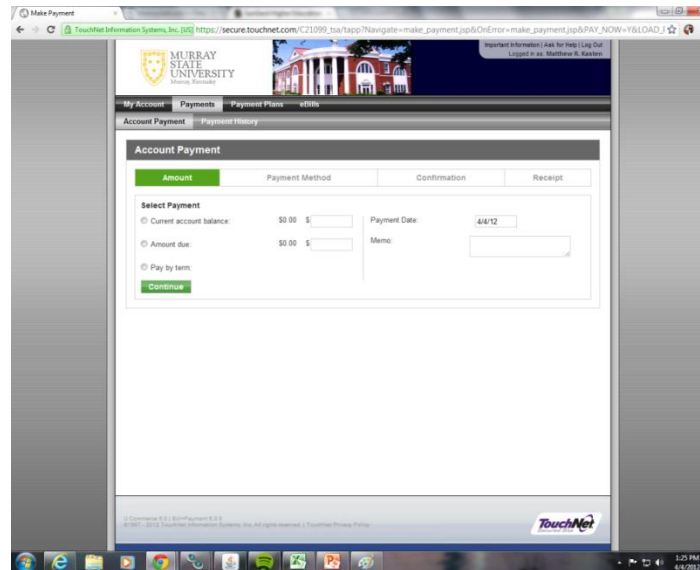
# Making a Payment Online



There are many “Make a Payment” links on the billing site. Clicking on one of those will take you to an account summary screen (like the one shown above).

*Click the “Make a Payment” action to begin to process your payment.*

# Making a Payment Online



The screenshot shows a web browser window displaying the Murray State University online payment portal. The page title is "Make Payment". The URL in the address bar is "https://secure.touchnet.com/C21099.tsa/facp?navigate=make\_payment.jsp&OnError=make\_payment.jsp&PAY\_NOW=Y&LOAD=1". The page features the Murray State University logo and a navigation bar with links: "My Account", "Payments", "Payment Plans", and "Utilities". Below the navigation bar, there are tabs for "Account Payment" and "Payment History". The main content area is titled "Account Payment" and contains a form with the following sections:

- Amount:** A tabbed interface with "Amount", "Payment Method", "Confirmation", and "Receipt".
- Select Payment:** A section with three radio button options:
  - ☐ Current account balance: \$0.00 \$: [input field]
  - ☐ Amount due: \$0.00 \$: [input field]
  - ☐ Pay by term: [input field]
- Payment Date:** A dropdown menu showing "4/6/12".
- Memo:** A text input field.
- Continue:** A green button at the bottom of the form.

The footer of the page includes the text "© Copyright 2012 TouchNet Information Systems, Inc. All rights reserved. | TouchNet Privacy Policy" and the TouchNet logo. The Windows taskbar at the bottom shows the time as 1:23 PM on 4/6/2012.

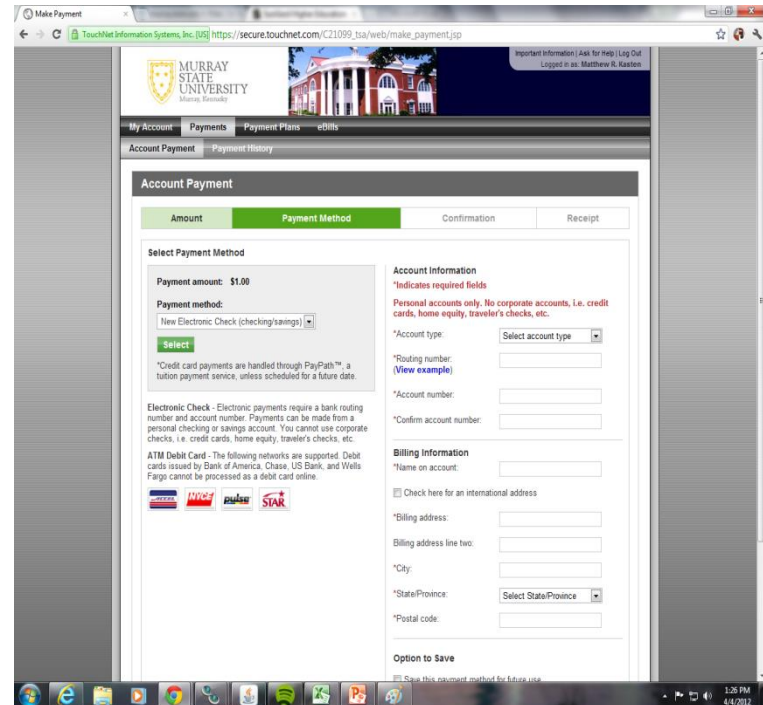
From this page you can pay your entire balance or enter how much you would like to pay towards the balance.

The screenshot shows a web browser window with the URL [https://secure.touchnet.com/C2009\\_tsa/web/make\\_payment.jsp](https://secure.touchnet.com/C2009_tsa/web/make_payment.jsp). The page is titled "MURRAY STATE UNIVERSITY" and "Make Payment". It features a navigation bar with "My Account", "Payments", "Payment Plans", and "Tools". The main content area is titled "Account Payment" and includes tabs for "Amount", "Payment Method", "Confirmation", and "Receipt". The "Payment Method" tab is active, showing a "Payment amount" of \$1.00 and a "Payment method" dropdown menu set to "New Electronic Check (checking/savings)". Below this, there is a "Select" button and a note: "Credit card payments are handled through PayPath™ a tuition payment service, unless scheduled for a future date." To the right, under "Account Information", there are fields for "Account type", "Routing number", "Account number", and "Confirm account number". Below this, under "Billing Information", there are fields for "Name on account", "Billing address", "Billing address line two", "City", "State/Province", and "Postal code". At the bottom, there is an "Option to Save" section. The page also includes a "Log Out" link and a "Log In" link.

- Select which method of payment you would like to use (Electronic Check, Credit Card via PayPath or ATM Debit Card). This is also where you can select any saved payment methods you may have.

# Making a Payment Online - ACH

To pay with an electronic check – please select the account type (checking/savings) from the drop-down menu, fill in the routing number, account number (and confirm), the name on the account, & billing address. The routing number is **GENERALLY** the **FIRST NINE** digits on your personal check. The middle group is usually the account number – with the last grouping of numbers being the individual check number (should match the check number in the top right hand corner).



The screenshot displays the 'Make Payment' interface for Murray State University. The page is titled 'Account Payment' and includes tabs for 'Amount', 'Payment Method', 'Confirmation', and 'Receipt'. The 'Payment Method' tab is active, showing a 'Select Payment Method' section with a 'Payment amount' of \$1.00 and a 'Payment method' dropdown set to 'New Electronic Check (checking/savings)'. Below this, there is a 'Select' button and a note about PayPath. The 'Account Information' section on the right includes fields for 'Account type' (a dropdown menu), 'Routing number', 'Account number', and 'Confirm account number'. A note indicates that personal accounts only are accepted. The 'Billing Information' section includes fields for 'Name on account', 'Billing address', 'Billing address line two', 'City', 'State/Province' (a dropdown menu), and 'Postal code'. There is also a checkbox for 'Check here for an international address' and an 'Option to Save' section at the bottom.

**You may choose to **SAVE** this payment method, if you wish.**

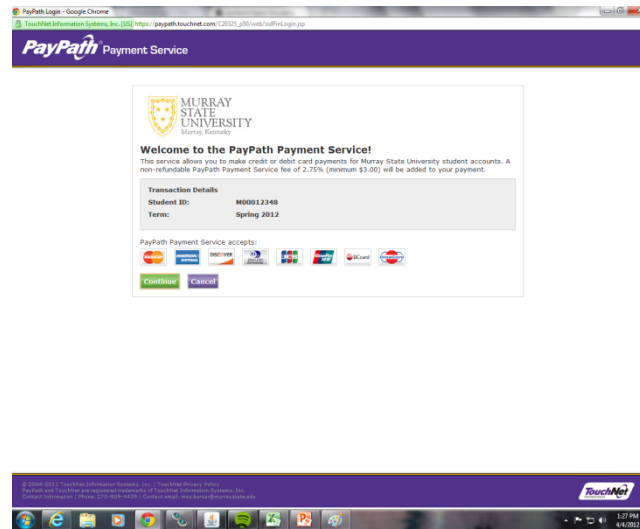


# Paying Online - ACH

The screenshot shows a web browser window with the URL [https://secure.touchnet.com/C21099\\_10a/web/make\\_payment.jsp](https://secure.touchnet.com/C21099_10a/web/make_payment.jsp). The page is titled "MURRAY STATE UNIVERSITY" and "Home Services". The user is logged in as "Matthew R. Keaton". The page has tabs for "My Account", "Payments", "Payment Plans", and "eBills". The "Payments" tab is selected, and the "Account Payment" sub-tab is active. The "Account Payment" section has a progress bar with four steps: "Amount", "Payment Method", "Confirmation", and "Receipt". The "Payment Method" step is currently selected. The "Payment amount" is \$1.00. The "Payment method" dropdown is set to "New Electronic Check (checking/savings)". Below this, there is a "Select" button and a note: "Credit card payments are handled through PayPath™, a tuition payment service, unless scheduled for a future date." There is also a section for "Electronic Check" with a note: "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." Below this, there is a section for "ATM Debit Card" with a note: "The following networks are supported: Debit cards issued by Bank of America, Chase, US Bank, and Wells Fargo cannot be processed as a debit card online." There are logos for Discover, Mastercard, Visa, and Star. To the right of the "Payment Method" section, there is an "Account Information" section with a note: "Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc." Below this, there are fields for "Account type", "Routing number", "Account number", and "Confirm account number". There is also a "Billing Information" section with fields for "Name on account", "Check here for an international address", "Billing address", "Billing address line two", "City", "State/Province", and "Postal code". At the bottom, there is an "Option to Save" section with a note: "Save this account method for future use."

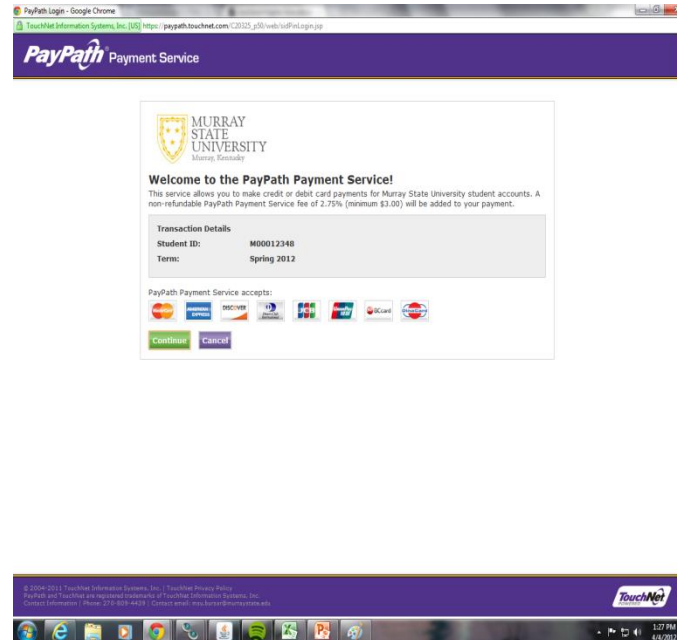
Review the agreement. Make sure that the correct bank is listed and the correct amount is being paid. You may want to print the agreement for future reference. Once you have finished – click the box to agree & submit. After this step – you should receive **CONFIRMATION** that your payment was made.

# Paying Online



For credit card payments – select “Credit Card via pay-path” from the drop down menu. Once it has been selected click “Continue and it will take you to PayPath. Please keep in mind there is a 2.75% fee to pay with a credit card.

# Paying Online



This is the Pay-Path site for credit card payments. Make sure the term and amount are correct and then click Continue and follow the on screen directions.

# Paying Online

The screenshot shows a web browser window with the URL [https://secure.touchnet.com/C21099\\_tsa/web/make\\_payment.jsp](https://secure.touchnet.com/C21099_tsa/web/make_payment.jsp). The page is titled "Make Payment" and features the Murray State University logo. The main content area is titled "Account Payment" and includes tabs for "Amount", "Payment Method", "Confirmation", and "Receipt". The "Payment Method" tab is active, showing a "Payment amount: \$1.00" and a "Payment method:" dropdown menu with "ATM Debit Card" selected. A "Select" button is visible below the dropdown. To the right, the "Account Information" section includes a "Card number:" field and "Continue", "Previous Step", and "Cancel" buttons. A note states: "Credit card payments are handled through PayPath™, a tuition payment service, unless scheduled for a future date." Below this, a section for "Electronic Check" explains that payments require a bank routing number and account number. A section for "ATM Debit Card" lists supported networks (Visa, MasterCard, Discover, Star) and notes that Fargobank cannot be processed as a debit card online. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 1:28 PM on 4/4/2012.

Finally, you may also pay online with a debit card. Choose the DEBIT CARD option from the drop-down menu and input the card number. Do not include dashes or spaces.

# Paying Online

Enter the card holder name (just as it appears on the card) and expiration date.

PLEASE NOTE: debit cards must be able to be run as **pin-less** debits. If your debit card **REQUIRES** that you put in a pin number when you use it – you will have to come to the Cashier's Office to use that card for payment. You cannot use cards that are strictly ATM cards to pay using the myGate system.

*When you have input the correct information, click CONTINUE.*

The screenshot shows a web browser window displaying the Murray State University online payment system. The page title is "Murray State University" and the URL is "https://secure.touchnet.com/C21099\_tsa/web/make\_payment.jsp". The user is logged in as "Matthew R. Kasten". The page has a navigation bar with "My Account", "Payments", "Payment Plans", and "Utilities". The main content area is titled "Account Payment" and has tabs for "Amount", "Payment Method", "Confirmation", and "Receipt". The "Payment Method" tab is selected. It shows a "Select Payment Method" section with a "Payment amount: \$1.00" and a "Payment method:" dropdown menu set to "ATM Debit Card". There is a "Select" button. Below this, there is a note about credit card payments being handled through PayPath™. To the right, the "Account Information" section includes fields for "Card account number", "Name on card", and "Card expiration date" (set to 04/2013). There is an "Option to Save" checkbox and a "Save payment method as:" field. At the bottom, there are "Continue", "Previous Step", and "Cancel" buttons. The TouchNet logo is in the bottom right corner. The Windows taskbar at the bottom shows the time as 1:12 PM on 4/28/2012.

# Paying Online

The screenshot shows a web browser window with the address bar displaying "https://secure.touchnet.com/C21099\_tsa/web/make\_payment.jsp". The page header includes the Murray State University logo and navigation tabs for "My Account", "Payments", "Payment Plans", and "eBills". The "Payments" tab is active, showing "Account Payment" and "Payment History" sub-tabs. The "Account Payment" section has a table with columns: Amount, Payment Method, Confirmation, and Receipt. Below the table, the "Submit Payment" section prompts the user to review transaction details. The details listed are: Payment date: 4/09/12; Payment amount: \$1.00; Payment type: Debit Card; Card account number: [redacted]; Name on card: Matthew Kasten; Card expiration date: [redacted]; E-mail: mkasten@murraystate.edu. At the bottom of the details, there is a disclaimer: "By selecting the Submit Payment button you are agreeing to the Important Information" with a link to "Important Information". Below this are three buttons: "Submit Payment", "Previous Step", and "Cancel". The footer of the page includes copyright information for TouchNet and the TouchNet logo. The Windows taskbar at the bottom shows the time as 1:15 PM on 4/06/2012.

Amount	Payment Method	Confirmation	Receipt
<b>Submit Payment</b> Please review the transaction details, then submit your payment. Payment date: 4/09/12 Payment amount: \$1.00 Payment type: Debit Card Card account number: [redacted] Name on card: Matthew Kasten Card expiration date: [redacted] E-mail: mkasten@murraystate.edu By selecting the Submit Payment button you are agreeing to the <a href="#">Important Information</a> <b>Submit Payment</b> <b>Previous Step</b> <b>Cancel</b>			

Verify that all information listed is correct. You may go back and make changes using the “cancel” button below. If you wish to proceed with the payment – click the **SUBMIT PAYMENT** button. You will then receive confirmation that the payment has been made.

# Payment Plans, Cont

- Payment plans must be set up at the BEGINNING of the semester if student payments/financial aid/scholarships or other third-party payments will not cover the entire amount of the student's bill.
- NEW payment plans must be originated each semester. If you signed up for a payment plan in the fall, and would like to have one in the spring as well – you MUST set up a NEW payment plan on the billing website.
- The set-up fee for the payment plan is \$30. This is the only fee that occurs, unless a payment is made 5 days after the due date. If a payment is more than 5 days late – a fee is 0.65% of the total balance left unpaid will be charged.
- Automatic payment is not required, but it is available. You will be sent email notification when a payment is due, and also when your payment is made (if you have it set to come out automatically).

# Questions?

If you have questions regarding your billing, using the myGate billing/payment system, or charges to your account – feel free to contact the Bursar's Office:

270-809-4227

Or by email at:

[msu.bursar@murraystate.edu](mailto:msu.bursar@murraystate.edu)