

## ONLINE PAYMENT INSTRUCTIONS

Students and authorized users can view account activity and submit payments online for tuition and fees. Online payments can be submitted via:

- Electronic Check (ACH) from a checking or savings account
  - Electronic check payments (ACH) can only be done with personal accounts; no corporate accounts (i.e. credit card, home equity, traveler's checks, money market accounts, etc.)
- Credit or Debit Card: Visa, MasterCard, Discover, or American Express
  - A minimal service fee will be assessed for each credit/debit card payment

To pay online via follow these steps:

### Students:

1. Login to [MyIvy](#)
2. Select **My Account Balance**

### Authorized Users:

1. Go to [IvyPay](#)
2. Click the **Authorized Users** button
3. Enter **email** and **password**; click **Login** button

Once logged into IvyPay (powered by TouchNet), review the **Amount Due, Estimated Financial Aid, individual Term Balances, and Account Activity**

### **To Make a Payment:**

1. Click **Make Payment**
2. Select **Pay by term** and check box to select term(s)
3. **Payment Date** will default to current date and cannot be changed
4. Enter a **Memo** (optional); click **Continue**
5. Select **Payment Method** from the dropdown list; click **Select**

#### *Payment by Electronic Check*

1. Select **Account Type** from dropdown list
2. Enter **Account Information**
3. Enter **Billing Information** (9-digit routing number and account number)
4. Save payment method (optional)
5. Click **Continue**
6. Review ACH Agreement; check the **I agree to the above terms and conditions** box, then click **Continue**
7. Review the transaction details; if everything is correct, click **Submit**
8. If your payment is successful, you will be routed to the **Payment Receipt** page and a receipt will be generated. Print the receipt (Ctrl+P).
9. **Close** window and logout

#### *Payment by Credit/Debit Card via PayPath*

1. Review payment details; click **Continue to PayPath**; the **PayPath Payment Service** will open in a new window
2. Review transaction details, including service fee information; click **Continue**
3. Review **Payment Amount Information** (does not include service fee amount); click **Continue**
4. Enter card information and click **Continue**
5. Review payment information, including service fee and total payment amount; check the **I agree to the terms and conditions** box; click **Submit Payment**
  - a. If needed, you can select **Change Information** to begin the PayPath process over
6. A receipt will be generated and a copy will be emailed to you; click **Print** to print the receipt
7. Click **Close**, and logout