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