ONLINE PAYMENT INSTRUCTIONS FOR STUDENTS & AUTHORIZED USERS

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:
- Login to MyIvy
- Select Billing & Financial Aid from the Browse Topics menu
- Select View/Pay Balance
- Read the agreement; click the I Accept button

Authorized Users:
- Go to IvyPay
- Click the Authorized Users button
- 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

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