

ONLINE PAYMENT INSTRUCTIONS STEP-BY-STEP GUIDE FOR STUDENTS

Students can view their 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, etc.)
- Credit or Debit Card: Visa, MasterCard, Discover, or American Express
 - A service fee of 2.75% (minimum \$3.00) will be assessed for each credit/debit card payment

To pay online via **MyIvy** (myivy.ivytech.edu), follow these steps:

- Login to **MyIvy**
- Select the **Student** Dashboard
- Select **Billing and Financial Aid**
- Select **View or Pay Balance**
- Review terms; click **I Accept**

Once logged into the student billing/payment system (powered by TouchNet), review the **Amount Due**, **Estimated Financial Aid**, *individual* **Term Balances**, and **Account Activity**

My Account

Current Account Status

Student Accounts	
Balance:	\$1,702.49
Estimated Financial Aid:	\$1,454.00
Balance Including Estimated Aid:	\$248.49

[Make a Payment](#) [View Account Activity](#)

Statements

eBill Statement

Your **new bill** for Student Accounts was posted on 1/31/17.

Statement Date:	1/31/17
Bill Amount:	\$211.68

Term Balances

Spring, 2017	-\$3.06
Fall, 2016	\$251.55

To pay either the Amount Due or a Term Balance in full:

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1. Select **Make a Payment**
2. Select **Amount due** or **Pay by term** and specify term
3. Enter an optional Memo
4. Select **Continue**

Account Payment

Amount	Payment Method	Confirmation	Payment Receipt
Select Payment			
<input type="radio"/> Amount due:		\$248.49	\$248.49
<input type="radio"/> Pay by term:			
<input type="checkbox"/> Spring, 2017		-\$3.06	-\$3.06
<input type="checkbox"/> Fall, 2016		\$251.55	\$251.55
Payment date:	2/2/17		
Memo:	<input type="text"/>		
Continue			

5. Select **Payment Method** from the drop down list, and click **Select**.

Select Payment Method

Payment amount: **\$251.55**

Payment Method: **Electronic Check (checking/savings)**

Select **Back** **Cancel**

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - 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.

→ *Payment by Electronic Check (checking/savings)*

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1. Select **Account type**:
2. Enter **Routing number** and **Account number**; confirm account number:

The screenshot shows a form with the following fields and values:

- Your Bank Name**: Address of Your Bank, Any Town, USA 12345
- For**: [Redacted]
- Routing Number**: 123456789 (highlighted in yellow with an arrow pointing to the label below)
- Account Number**: 000123456789 (highlighted in yellow with an arrow pointing to the label below)
- *Account type**: Checking
- *Routing number**: 123456789 (with a [View example](#) link)
- *Account number**: 000123456789
- *Confirm**: [Redacted]
- Billing Information**:
 - *Name on account**: Jane Doe

3. Enter **Billing Information**:
4. Save account information (optional); click **Continue**
5. Review the transaction details, and terms and conditions. Click **Submit Payment**

The **Submit Payment** screen displays the following transaction details:

- Payment date**: 11/7/16
- Payment amount**: [Redacted]
- Account type**: Checking
- Routing number**: [Redacted]
- Account number**: [Redacted]
- Name on Account**: J. Doe
- Billing address**: [Redacted]
- City**: [Redacted]
- State/Province**: [Redacted]
- Postal Code**: [Redacted]
- E-mail**: [Redacted]
- Payment profile name**: J. Doe Checking

6. Print the **Payment Receipt**
7. Expect a **Confirmation Email** in your “ivytech.edu” mailbox
8. **Logout** and **Close browser**

Payment by Credit / Debit Card via PayPath

1. Select **Credit Card via PayPath** from dropdown menu; click **Select**

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- Review details; click **Continue to PayPath**

Review Details

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment amount: \$251.55

Payment type: Credit Card through PayPath®, a tuition payment service.

[Continue to PayPath](#) [Back](#) [Cancel](#)










- A new browser window will open: **PayPath Payment Service**; click **Continue**

Welcome to the PayPath Payment Service!

This service allows you to make credit or debit card payments for Ivy Tech Community College student accounts. A non-refundable PayPath Payment Service fee of 2.75% or a minimum of \$3.00, whichever one is greater, will be added to each payment made and this fee is not refundable under any circumstance.

Transaction Details	
Student ID:	[REDACTED]
Term to credit	Amount
201620	\$251.55

PayPath Payment Service accepts:

[Continue](#) [Cancel](#)

- Read **Payment Amount Information**; click **Continue**

Payment Amount Information

In addition to the amount paid to Ivy Tech Community College, a non-refundable PayPath Payment Service fee of 2.75% or a minimum of \$3.00, whichever one is greater, will be added to each payment made and this fee is not refundable under any circumstance.

Payment amount:
\$251.55

[Continue](#) [Cancel](#)

- Enter **Payment Card Information**; click **Continue**.
- Review payment details, and read the **Terms and Conditions**. Click **I agree to terms and conditions**; **Submit Payment**

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Billing state:	IN
Billing postal code:	46204
Email address:	stestee@ivytech.edu
Phone number:	Not supplied
Card number:	xxxxxxxxxxxx5454
Browser internet address:	168.91.16.219

Terms and Conditions

I hereby authorize charges totaling \$13.00 via my credit card. I understand that a PayPath Payment Convenience fee of \$3.30 will be charged to my credit card. This fee is not refundable under any circumstances.

I agree to the terms and conditions.

Terms and Conditions

I hereby authorize charges totaling \$123.30 via my credit card. I understand that a PayPath Payment Convenience fee of \$3.30 will be charged to my credit card. This fee is not refundable under any circumstances.

I agree to the terms and conditions.

7. Print the **Payment Receipt**
8. **Logout** and **close browser**