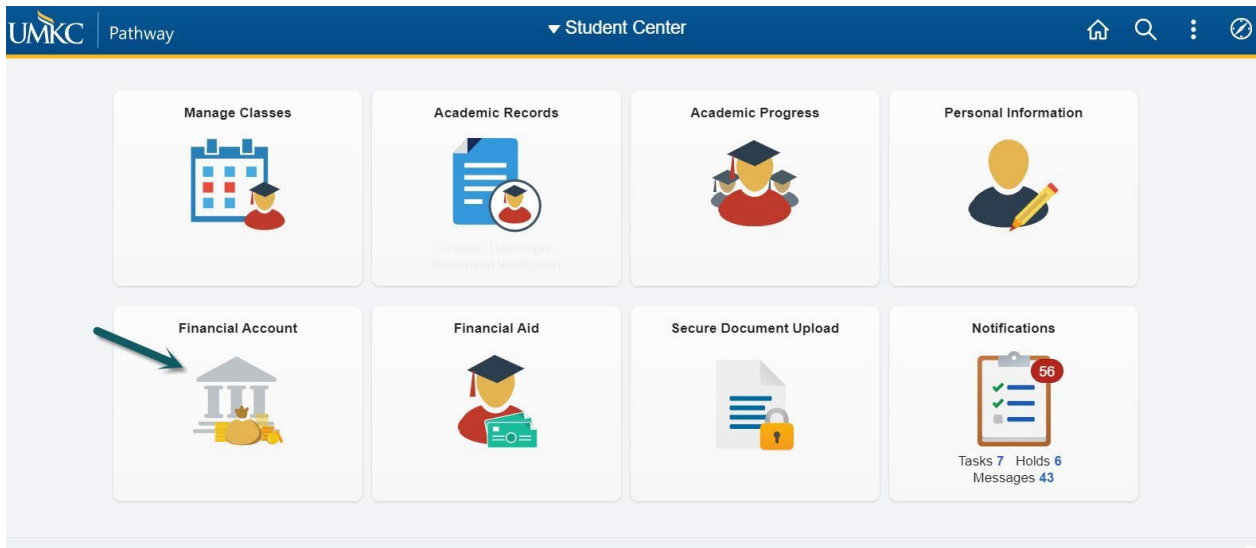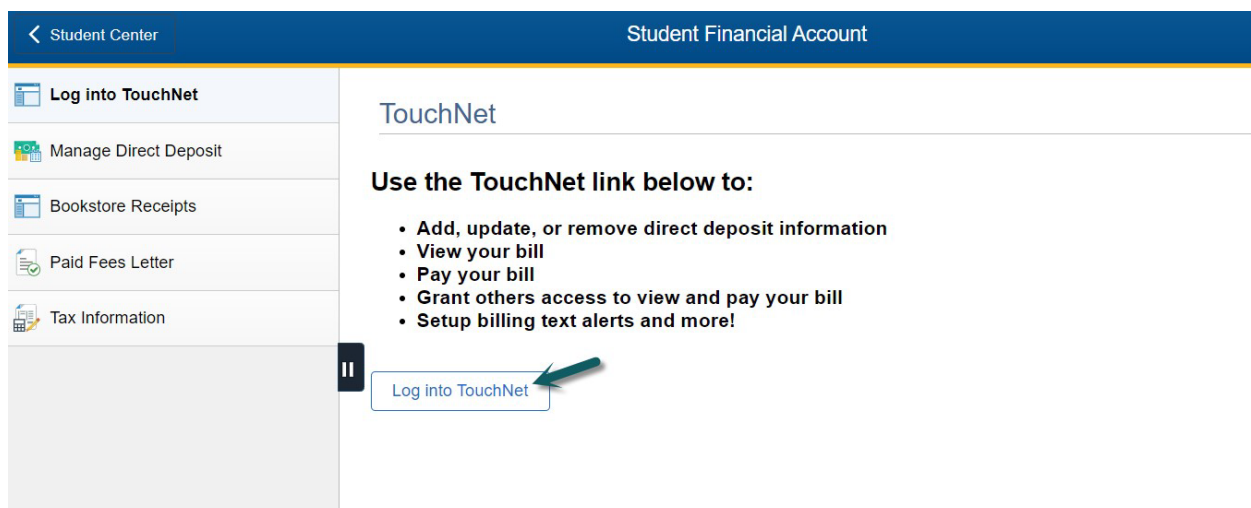## Student: Making a Payment

1. Go to [go.umkc.edu/Pathway](go.umkc.edu/Pathway).

2. Type in your UMKC SSO ID (this is the part of your UMKC email before the @ symbol) and password and click "Sign In."

   *Note: If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will see the full Student Center tile group.*
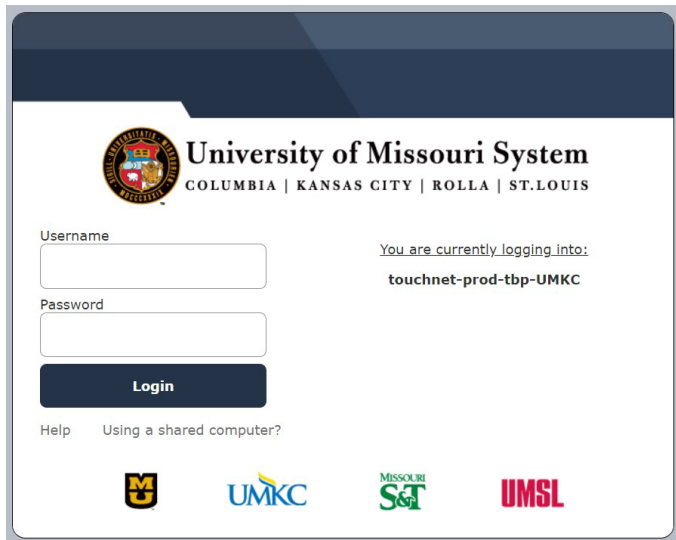


3. Click on Financial Account. Click on the Log Into TouchNet link in the middle of the page that appears. *Note: Pop-up Blockers must be disabled at this step.*
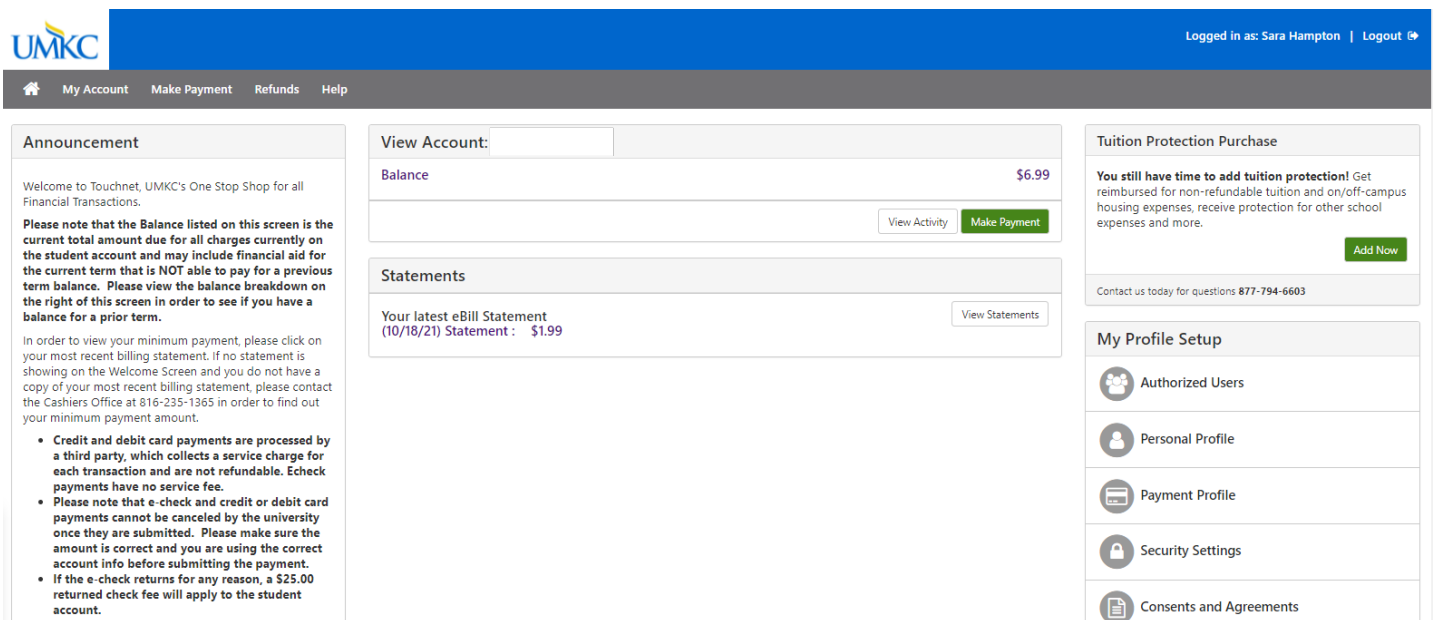


4. You will be directed to a UM System site and will need to re-enter your UMKC SSO ID and password in order to authenticate in to the TouchNet system.

## Student: Making a Payment



5. Once authenticated, the TouchNet site will appear. The first time you log in each semester, you will be presented with the option to purchase tuition insurance. At the bottom of that pop-up, you can elect to purchase or decline. After selecting an option, you will be taken to the main TouchNet page, as pictured below. You will be able to see your total balance and any current statements will appear on the bottom of the Welcome screen.  If you know how much you want to pay, click on Make Payment or use the Express Pay box. If you are wanting to make a minimum payment, but unsure of the amount or would like to view details of your most recent bill, click on View Statements. You can also look at current activity to see any changes that have been made to your account since the last statement.

6. Once you have determined your payment amount and clicked on Make Payment the system will immediately take you to the Account Payment process. First, select the date you would like the payment to be initiated. Keep in mind that this date MUST occur on or prior to the payment due date in order to avoid late fees, but you are able to schedule a future payment for your convenience. Then, you can either pay toward the current account balance or make the payment based on the amount still owed for a particular term. In either case, you will need to enter the amount that you would like to pay in the box provided. *Note: you should NOT include a dollar sign in your typed amount.* Click Continue.

## Account Payment

| Amount | Method | Confirmation | Receipt |
|---|---|---|---|

Payment Date: 11/10/21

### Select Payment Option

**● Current Account Balance**
$6.99

**○ Pay By Term**
Select which semester terms to pay

### Current Account Balance
Enter payment amount(s) for semester term(s).

Student Account | $6.99        $ 1.00

Current Account Balance (Student Account)        $1.00

**Payment Total**        $1.00

Continue

7. If you have no payment profiles on record, you will select your method of payment and can save those details as a payment method for your own future use. *Please note that neither the Cashiers Office nor an authorized user can access the details of your preferred payment method.* If you have already set up a Payment Profile, the payment method will default to your preferred method. If you would like to use a different Payment Method, click on cancel and select a different method.

8. If you are paying via eCheck, fill out the account details, taking special care to verify the routing and account numbers are correct, and click continue. An ACH payment agreement will appear for your confirmation. Click agree and continue. Finally, you must also hit the "Submit Payment" button on the confirmation screen in order for the payment to process. *Please note that a returned echeck transaction will incur a $25.00 returned check fee, regardless of the return reason, so it is very important that you review the information that you entered closely.*

# Student: Making a Payment

## Account Payment

Amount — Method — Confirmation — Receipt

Please review the transaction details, then submit your payment.

### Payment Information

| | | |
|---|---|---|
| Payment Date | | 11/10/21 |

| Term | Account | Amount |
|---|---|---|
| Fall 2021 | Student Account | $1.00 |
| **Total Payment Amount** | | **$1.00** |

Change Amount

### Paid To

University of Missouri-Kansas City
5100 Rockhill Rd.
Kansas City, MO 64110

### Confirmation Email

_____ (Primary)

### Selected Payment Method

Account:

Billing Address:

Change Payment Method

Back    Cancel    Submit Payment

If you paid via e-check, this payment is now complete, and you will receive an email confirmation. The payment will reflect on your student account immediately and generally appears as a debit to your personal banking account in 1-3 days. However, we do have a 10-day waiting period for any e-check payments to allow them to clear your banking institution before transcripts or diploma may be released. If you need a transcript or diploma before the 10-day hold period, you can provide UMKC Cashiers with documentation from your bank showing the check or echeck has been presented and cleared.

9.  If you are paying via credit card, you will need to select payment method of Credit Card via PayPath.  Please note that credit card payments do incur a non-refundable service fee of 2.95% with a minimum charge of $3.00.  Click Continue and the confirmation screen will allow you to "Continue to Paypath".  The PayPath system will open in a new window so pop-up blockers will need to be disabled.
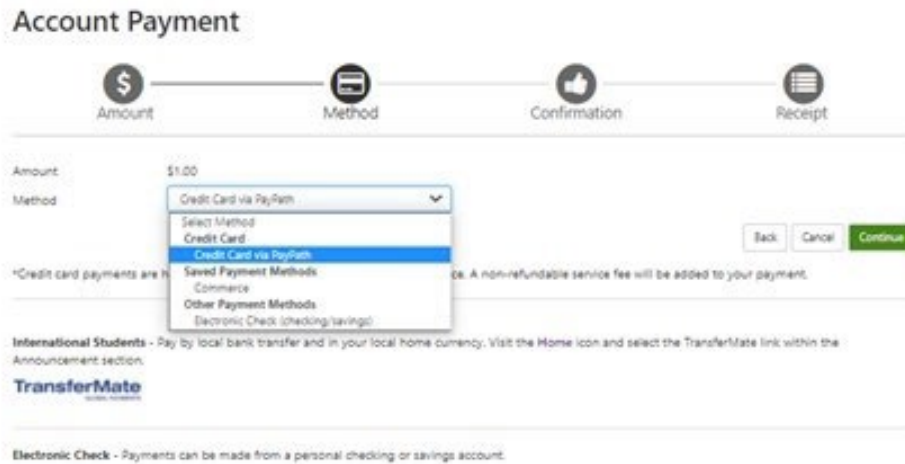
## Account Payment



**Amount** — **Method** — **Confirmation** — **Receipt**

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

### Payment Information

| Payment Date | 11/11/21 |
|---|---|

| Term | Account | Amount |
|---|---|---|
| Fall 2021 | Student Account | $1.00 |

**Total Payment Amount** $1.00

[ Change Amount ]

### Paid To

University of Missouri-Kansas City
5100 Rockhill Rd.
Kansas City, MO 64110

### Confirmation Email

_____ @umkc.edu (Primary)

### Selected Payment Method

Account: TOUCHNET PAYPATH

[ Change Payment Method ]

[ Back ] [ Cancel ] [ **Continue to PayPath** ]

10. Confirm the Transaction details and click Continue. Another reminder regarding the assessment of a service fee will appear you will need to Continue through that as well.

# UMKC

## Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for University of Missouri-Kansas City student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.95% (minimum $3.00) will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Your campus also accepts ACH bank transfers outside of this service without charge. Thank you for using PayPath.

### Transaction Details

| Student ID | Term to credit | Amount |
|---|---|---|
| - Student Account | Fall 2021 | $1.00 |

PayPath Payment Service accepts:

Cancel    Continue

11. Enter the Credit Card details and billing information.

PayPath Payment Service accepts:

*Indicates required fields

### Payment Card Information

* Name on card:

* Card account number:

* Card expiration date:

* Card security code:    What is this?

### Billing Address

Check if address is outside of the United States:

* Billing address:

* City:

* State:    Missouri (MO)

* Zip code:

* Email address:

* Confirm email address:

Phone number:

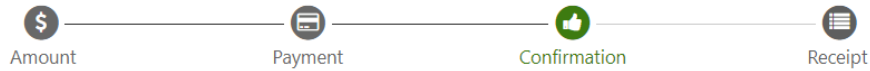Cancel    Continue

12. Review the payment transaction and agree to the terms and conditions.  Please note the PayPath Payment Service Fee amount will show again on this page and be calculated at the amount specific to this payment (2.95% of transaction amount with a minimum charge of $3.00). Check the box to confirm your agreement and understanding and then click on the Submit Payment button. Note that the Submit Payment box will not become available until you have checked the box agreeing to the terms and conditions.

# Student: Making a Payment

Your credit card payment is now made on the student account. You should receive an email confirmation and that payment will reflect immediately on Pathway. Any service indicators or holds update automatically in an overnight process.

## Student: Making a Payment

How to pay in TouchNet if your balance is showing as a negative.

Anticipated aid may make it appear that your balance is negative and do not owe UMKC any money. Your balance may show a negative as a result of your current anticipated aid even if you owe for a prior term.

To make a payment when your balance is negative due to anticipated aid you can follow these steps.

1. Click on the circle the left of Current account balance
2. Click in the box on the right and type in the dollar amount of the payment
3. Check to make sure the payment amount is current next to Payment total
4. Click continue

The example below indicates that the current account balance is -842.79 (due to Spring 2021 anticipated aid) but still owes a balance for Fall 2020, Summer 2020 and Spring 2020 for $152.21.  To pay the $152.21 owed for the prior terms you would need to follow the steps outlined in red.



Please note that if you have a negative balance but no anticipated aid, you cannot make a payment in TouchNet.  An example would be if you previously overpaid and there is a credit balance, credits were issued that create a credit balance, or your aid disbursed but has not refunded yet.