App Fee Credit Card Payment 102307

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| 1. | Application fee payments are processed from the **Application Data** page. If you are processing a payment for a previously entered application, review and verify information previously entered on the page and apply changes if necessary. If you are processing a payment while adding an application, you must first enter data in the required fields in the **Application Data** section. 

You will process the payment from the **Application Fee Information** section of the page. What initially appears in the **Calc. Status** and **Fee Status** fields will depend on the application status. 

Click the **TouchNet** button to start the payment process. |
| 2. | There are four steps in the TouchNet credit card payment process. During steps one through three you will enter information that will be sent over to the **TouchNet** system in Step four. 

For **STEP 1**, you will verify the applicant's name in the **Select the student for payment processing** field. 

In the **Select the Institution for payment** field, click on the drop-down arrow and select the appropriate Institution. **Note** - If you are a campus employee, only your **Institution** will appear in the listing. 

For this example, click on **University of Maine Farmington** to select it. |
| 3. | Click the **Next>** button to advance to **STEP 2**. |
| 4. | For **STEP 2**, you will enter information about the payment amount. When full payment was received, click on the **PAY ALL** button to automatically enter that amount in the **Payment Amount** field. 

If a partial payment was received, enter the amount received in the **Payment** field located in the **Items I Owe...** section of the page. 

For this example, click the **Pay All** button. |
| 5. | Click the **Next>** button to advance to **STEP 3**. |
6. For **STEP 3**, validate the payment amount. This is your last opportunity to apply a correction before going to TouchNet's site. If a correction is necessary, click the **Previous** button.

   For this example, click the **Start Payment Process** button to advance to **STEP 4** and go to TouchNet's site. **Note:** As the warning message in red text indicates, after you click the **Start Payment Process** button, you must complete the process before leaving the session.

   ![Start Payment Process](image)

7. You are now at **STEP 4** in the process and in **TouchNet's** system. Your Institution's logo will appear in the top-left corner of the page.

   At this point, click on the drop-down arrow in the **Payment Method** field to select the type of payment you are processing.

8. You are processing a credit card payment so click on **Credit Card** to select it.

   ![Credit Card]

9. Verify the payment amount.

   Click the **continue** button to advance to the next page in **TouchNet's** system.

   ![CONTINUE]

10. On this page you will enter the required information about the credit card being used for this payment.

    Click on the drop-down arrow in the **Credit Card Type** field.

11. **Visa** and **MasterCard** are the only credit card options.

12. You will enter the credit card account number in the **Account Number** field.

13. Now you'll enter the credit card expiration date.

14. In the Card Verification Value field, enter the card's CVV number.

15. Enter the card holder's name in the **Name on Card** field.

16. When finished, click the **continue** button.

   ![CONTINUE]

17. At this point, verify that the information on the page is correct.

   Click the **continue** button.

   ![CONTINUE]

18. The page displays information about the payment and the TouchNet **Reference Number**, **External Transaction ID** and **System Tracking ID**. These identifiers will be sent back to PeopleSoft and can be used for tracking and/or reporting purposes.

   Click the **Click here to complete the payment process** link.

   ![Click here to complete the payment process]

19. This page informs you the payment is being applied. A series of blue dots will appear to indicate the process is running.
20. When the process completes, you will be taken to PeopleSoft's **Maintain Application** page. The applicant's application number, ID, Academic Institution and Career will be default on the page.

   Click the *Search* button to open the **Application Program Data** page.

21. Click the **Application Data** tab.

22. Since the app fee payment was paid in full, the **Post A Payment** button and the **TouchNet** buttons are grayed-out. The **Waive Fee** button remains active in case the fee needs to be waived at a future date.

   Click the **Transaction Summary** link to review summary information about the transaction.

23. Note that the **Status** shows *Received*, the fee amount was paid in full and the **Item Description** of **Payment Credit Card Online**.

   Click on the the **Show Tender Details** link.

24. The **Tender Details** page shows the type of Credit Card used to make the payment and the **TouchNet Reference Number** for the payment.

   Click the **Return** button to return to the **Transaction Summary** page.

25. Click the **Return** link.

26. **End of Procedure.**