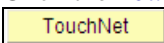
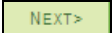
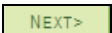
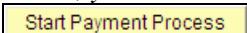



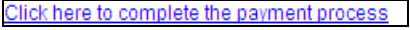
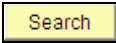
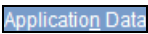
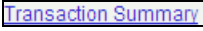



## App Fee Credit Card Payment

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| 1.  | <p>You will process the payment from the <i>Application Fee Information</i> section of the page. What initially appears in the <i>Calc. Status</i> and <i>Fee Status</i> fields will depend on the application status.</p> <p>Click the <i>TouchNet</i> button to start the payment process.</p>   |
| 2.  | <p>In the <b>Select the Institution for payment</b> field, click on the drop-down arrow and select the appropriate Institution. <u>Note</u> - If you are a campus employee, only your Institution will appear in the listing.</p>   |
| 3.  | <p>Click the <i>Next&gt;</i> button to advance to <b>STEP 2</b>.</p>   |
| 4.  | <p>For <b>STEP 2</b>, you will enter information about the payment amount. When full payment was received, click on the <i>PAY ALL</i> button to automatically enter that amount in the <i>Payment Amount</i> field.</p> <p>If a partial payment was received, enter the amount received in the <i>Payment</i> field located in the <i>Items I Owe...</i> section of the page.</p>  |
| 5.  | <p>Click the <i>Next&gt;</i> button to advance to <b>STEP 3</b>.</p>   |
| 6.  | <p>For <b>STEP 3</b>, 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 <i>Previous</i> button.</p> <p>Click the <i>Start Payment Process</i> button to advance to <b>STEP 4</b> and go to TouchNet's site.<br/><i>Note: As the warning message in red text indicates, after you click the <i>Start Payment Process</i> button, you must complete the process before leaving the session.</i></p>  |
| 7.  | <p>You are now at <b>STEP 4</b> in the process and in <b>TouchNet's</b> system. Your Institution's logo will appear in the top-left corner of the page.</p> <p>At this point, click on the drop-down arrow in the <i>Payment Method</i> field to select the type of payment you are processing.</p>   |
| 8.  | <p>Click on the appropriate payment method to select it.</p>  |
| 9.  | <p>Verify the payment amount.</p> <p>Click the <i>continue</i> button to advance to the next page in <b>TouchNet's</b> system.</p>   |
| 10. | <p>On this page you will enter the required information about the credit card being used for this payment.</p> <p>Click on the drop-down arrow in the <i>Credit Card Type</i> field.</p>  |



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| 11. | <p><b>Visa</b> and <b>MasterCard</b> are the only credit card options. Click on the appropriate card to select it.</p>   |
| 12. | <p>Enter the credit card account number in the <b>Account Number</b> field.</p>  |
| 13. | <p>Enter the credit card expiration date in the <b>Expiration Date</b> Fields..</p>  |
| 14. | <p>In the Card Verification Value field, enter the card's CVV number.</p>  |
| 15. | <p>Enter the card holder's name in the <b>Name on Card</b> field.</p>  |
| 16. | <p>When finished, click the <b>continue</b> button.</p> <p></p>   |
| 17. | <p>At this point, verify that the information on the page is correct.</p> <p>Click the <b>continue</b> button.</p> <p></p>  |
| 18. | <p>The page displays information about the payment and the TouchNet <b>Reference Number</b>, <b>External Transaction ID</b> and <b>System Tracking ID</b>. These identifiers will be sent back to PeopleSoft and can be used for tracking and/or reporting purposes.</p> <p>Click the <b>Click here to complete the payment process</b> link.</p> <p></p> |
| 19. | <p>This page informs you the payment is being applied. A series of blue dots will appear to indicate the process is running.</p>   |
| 20. | <p>When the process completes, you will be taken to PeopleSoft's <b>Maintain Application</b> page. The applicant's application number, ID, Academic Institution and Career will enter be default on the page.</p> <p>Click the <b>Search</b> button to open the <b>Application Program Data</b> page.</p> <p></p>                                       |
| 21. | <p>Click the <b>Application Data</b> tab.</p> <p></p>   |
| 22. | <p>Since the app fee payment was paid in full, the <b>Post A Payment</b> button and the <b>TouchNet</b> buttons are grayed-out. The <b>Waive Fee</b> button remains active in case the fee needs to be waived at a future date.</p> <p>Click the <b>Transaction Summary</b> link to review summary information about the transaction.</p> <p></p>       |
| 23. | <p>Note that the <b>Status</b> shows <i>Received</i>, the fee amount was paid in full and the <b>Item Description</b> of <i>Payment Credit Card Online</i>.</p> <p>Click on the <b>Show Tender Details</b> link.</p> <p></p>  |



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| 24. | The <b>Tender Details</b> page shows the type of Credit Card used to make the payment and the <i>TouchNet Reference Number</i> for the payment.<br><br>Click the <b>Return</b> button to return to the <b>Transaction Summary</b> page.<br><a href="#">Return</a> |
| 25. | Click the <b>Return</b> link.<br><a href="#">Return</a>   |
| 26. | <b>End of Procedure.</b>  |