App Fee Credit Card Payment

1. 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. 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.

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.

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.

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.

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. Click on the appropriate payment method to select it.

9. Verify the payment amount.

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

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. Click on the appropriate card to select it.

12. Enter the credit card account number in the **Account Number** field.

13. Enter the credit card expiration date in the **Expiration Date** field.

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.

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

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.

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 enter by 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 **Show Tender Details** link.
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| **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.** |