PARENT Web Check (ACH) Payment Instructions

1. Go to [https://secure.touchnet.com/C20342_tsa/web/login.jsp](https://secure.touchnet.com/C20342_tsa/web/login.jsp)
2. Under the Authorized Users enter your email address and password. Click Login.
3. Under My Account, you will see Amount Due. Click the Make a Payment button twice.
4. Click on Make a Payment again.
5. In the Select Payment section, you have two options you could select to pay an amount. You can only choose one option. You cannot use both options to make a payment.
6. Select your payment amount and click Continue.
7. Select the Payment Method from the drop down and click Electronic Check(checking/savings). Then click on Select.
9. Select your account type, enter your bank routing number, account number and name on the account. Click on **Continue**.

Note: You can now save this information under a certain name to be selected the next time you wish to make a payment. You will then see it in the Payment Method selection.

10. Review the Confirmation.

11. Scroll down and click on the box to agree to the terms and conditions. Then click on **Submit Payment**.

12. You will now see your receipt. Please print a copy of this for your records. Your payment is now complete. Log out.