STUDENT Web Check (ACH) Payment Instructions

1. Go to https://secure.touchnet.com/C20342_tsa/web/login.jsp
2. Type in your Student ID and PIN. Click on LOGIN.

   The Student ID (918) and PIN is the same as your Banner Web Account.

3. Under My Account, you will see Amount Due. Click the Make a Payment button twice.

4. Click on Make a Payment again.

6. 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.**

   You can pay by selecting a term (pay the full amount or type in the amount you wish to pay).

   You can pay by each line item, selecting as many as you would like to pay. Line items cannot have a partial payment.

7. Select your payment amount and click Continue.
8. 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**.

   ![Image](image1.png)

   **Option to Save**
   - Save this payment method for future use
   - See payment method as: Primary Checking

   ![Image](image2.png)

   **Account Payment**
   - **Amount**: Please review the transaction details, agree to the terms and conditions, then submit your payment.
   - **Payment date**: 1/1/2012
   - **Payment amount**: $400.00
   - **Account type**: Checking
   - **Routing number**: 0411000
   - **Account number**: 00000
   - **Name on account**: Testing Testing
   - **E-mail**: dave@star ---
   - **Payment profile name**: Primary Checking

   **Terms and Conditions**
   I hereby authorize Abraham Baldwin Agricultural College to initiate debit or credit entries to my Depository according to the terms below and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for "NSF" or "Insufficient Funds", I understand that a $20.00 return fee will be electronically debited from my account.

   **Depository**
   - Address: Testing Testing
   - Routing Number: 0411000

   **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**.

   ![Image](image3.png)

   **Account Payment**
   - **Amount**: $400.00
   - **Payment date**: Friday, November 16, 2012
   - **Payment receipt**
   - **Confirmation number**: 10
   - **Payment amount**: $400.00
   - **Student name**: Testing Testing
   - **Paid to**: Abraham Baldwin Agricultural College
   - **Account number**: Testing Testing
   - **Account type**: Checking

   **Your new ACI payment method has been saved. Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.**

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