

Illinois Institute of Technology/TouchNet Pay Path User Guide

How to Access and Understand Your eBill

Access the TouchNet Bill & Payment suite through the myIIT student portal. Log in to the portal, and find the “Manage Account” box on the Finances tab.

The screenshot shows the myIIT student portal interface. At the top, there are navigation tabs: Welcome, Academics, Student Life, **Finances**, Work, Banner Finance, Library, Research, My Stuff, and Training and Support. The date is December 2, 2010. Below the tabs, there are three main sections: 'Financial Aid - Main Campus', 'Financial Aid Awards', and 'Financial Aid - Downtown Campus'. In the 'Financial Aid Awards' section, there is a 'Manage Account' link highlighted with a red arrow. Other links include 'Financial Aid Requirements', 'Message', 'Holds', 'Financial Aid Status', and 'Eligibility Requirements Progress'.

Select Manage My Account again on the next screen.

The screenshot shows the 'Manage My Account' page. At the top, there is a search bar and a 'Go' button. Below the search bar, there are several tabs: Personal Information, Student, Financial Aid, Employee, and Finance. The 'Manage My Account' button is highlighted with a red arrow. The page also includes a 'RELEASE: 7.5' label and a 'IIT.edu home' link.

This will take you to the Bill & Payment Suite home page, where students and authorized users can view account activity and balances as well as make payments.

eBills can be viewed from the Quick View menu by clicking **eBills** tab.

The screenshot shows the 'Student Account Home' page in a Windows Internet Explorer browser. The page title is 'Student Account Home - Windows Internet Explorer'. The URL is https://secure.touchnet.com:8443/C20090test_tsa/tapp?Navigate=welcome.jsp&OnError=welcome.jsp&RELOAD_C. The page content includes an 'Announcements' section with a welcome message to the new TouchNet Bill and Payment Suite. Below that is a 'Quick View' section with four tabs: 'Current Account Status', 'eBills', 'Recent Payments', and 'Enroll in a Payment Plan'. The 'eBills' tab is highlighted with a red arrow. Below the 'Quick View' section is a 'Current Account Status' section with a message: 'Your current account balance, including recent account activity, is \$6,466.82. You can also view transactions and pay balances from previous terms.'

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Frequently Asked Questions Regarding Your eBill

What is an eBill?

An ebill is the bill that you receive from IIT detailing your amount due.

Why do I have two different types of bills:

There are two different types of bills:

Monthly Statement – Statements are received on a monthly basis and detail any charges/credits that have been applied to your student account since your last monthly statement. Monthly statements are typically loaded on or around the 16th of each month. Please note that if you do not have a balance, you will not receive a statement.

Schedule Bill – Each term students will receive a schedule bill that details their term schedule, charges and anticipated Financial Aid. Each term students will typically receive a schedule bill at least three times, once before the term begins, the first day of classes, and right after add/drop to allow for any registration changes.

How do I know when I receive an eBill?

Students/Authorized Users receive an e-mail notification that their eBill is available to view. Students/Authorized Users need to login to TouchNet to view their most current eBill.

Who do I contact if I have questions regarding my eBill?

You should contact the following offices based on the clarification you need on your bill:

Room and board charges/credits

If you have questions about Housing or Housing charges, call 312-567-5075, email housing@iit.edu, or visit them at <http://www.iit.edu/housing/>.

Financial Aid scholarships/loans

If you have any questions about Financial Aid or Scholarships or Loans, call 312-567-7219 (Main Campus) or 312-906-5180 (Downtown Campus), email finaid@iit.edu or finaid@kentlaw.edu, or visit them at http://www.iit.edu/financial_aid/ or <http://www.kentlaw.edu/depts/finaid/>.

Health insurance

If you have any questions about your Health Insurance, call 312-567-7550 or visit them at http://www.iit.edu/student_health/.


Parking charges

If you have any questions about your Parking charges, call 312-567-8968 or visit them at <http://www.iit.edu/~parking/>.

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Example Monthly Statement

		Bursar's Office 3300 S Federal Room 207 Chicago, IL 60616 Phone: 312-567-3794 bursar@iit.edu www.enrollment.iit.edu/bursar		
		① Student ID: ② Statement Date: 07/16/2010 ③ Amount Due: \$5,033.70 ④ Due Date: 08/01/2010		
TERM	DATE	DESCRIPTION	CHARGES	CREDITS
201030	06/15/2010 07/15/2010	* PREVIOUS BILLED BALANCE *	\$ 4,935.00	← ⑤
		- CURRENT CHARGES -		
		Late Fee	\$ 49.35	
		Late Fee	\$ 49.35	
		* CURRENT BILLED BALANCE *	\$ 5,033.70	← ④
201110	08/23/2010 08/23/2010 08/23/2010 08/23/2010	- FUTURE CHARGES -		
		UG Activity Fee	\$ 100.00	
		UG Service Fee	\$ 315.00	
		UG UPASS Fee	\$ 125.00	
		Undergraduate Tuition	\$ 15,111.50	
		* FUTURE BALANCE *	\$ 15,651.50	← ⑦
PAST DUE: \$ 4,935.00 ⑤		FUTURE BALANCE: \$ 15,651.50 ⑦	⑥ TOTAL DUE: \$ 5,033.70	

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Example Schedule Bill

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Anticipated credits marked with an asterisk may indicate missing documentation requested by the Office of Financial Aid and has not been calculated against the current amount due. You can find a list of missing documentation by clicking the finance tab on the portal at my.iit.edu . Credits cannot be released until all documentation has been received.																																																																									
⑧ Previous Balance: \$ 4,065.32 ⑨ Current Term Balance: \$ 12,111.50 ⑩ AMOUNT DUE: \$ 16,176.82 Future Balance: \$ 0.00																																																																									

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How do I read my Monthly Statement?

Please use the following key for definition and placement of key items on your Monthly Statement:

1. Student ID number (CWID)
2. Statement Date – This is the date that the statement was issued
3. Amount Due – This is the amount that you currently owe IIT
4. Due Date – This is the date in which the total amount due needs to be remitted to IIT
5. Previous Billed Balance – Balance unpaid since your last statement
6. Current Billed Balance – This is the total due on your account including your previous billed balance and any new charges since your last statement
7. Future Balance – This is the total charges that are not yet due. These are typically charges for the upcoming semester or any payment plan installments that are due in the future.

How do I read my Schedule Bill?

Please use the following key for definition and placement of key items on your Schedule Bill:

1. Student ID number (CWID)
2. Due Date – This is the date in which the amount due should be remitted to IIT
3. Statement Date – This is the date that the statement was issued
4. Term – This is the term for which the schedule bill was issued
5. Current Registration for the term of the bill
6. List of registration charges based on the registration of the term
7. List of anticipated Financial Aid as of the Statement Date
8. Previous Balance – Balance unpaid from previous terms
9. Current Term Balance – Amount to be remitted to IIT for the current term. This amount takes into account current term charges less anticipated Financial Aid
10. Amount Due – This is the total amount due which includes your Previous Balance as well as the Current Term Balance.