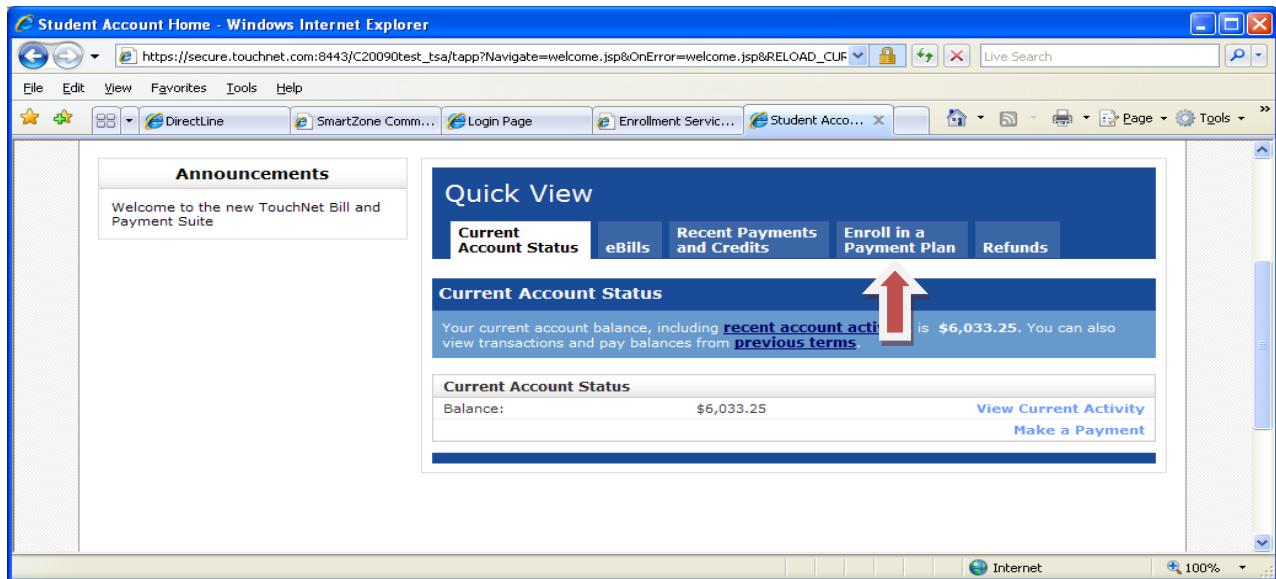


# Illinois Institute of Technology/TouchNet Payment Plan User Guide

Students desiring to enroll in IIT's convenient payment plan can follow the step below utilizing TouchNet's Bill & Payment Suite. You can access your account via the **Manage Account** section on the **Finance** tab of your student portal by clicking **Manage My Student Account**.

## Payment Plan Enrollment

Payment plans can be created from the Quick View menu by clicking on the **Enroll in a Payment Plan** tab.



IIT offers a 3 month payment plan option where payments are distributed equally per month. Click on desired payment plan option.

The payment plan sign up and verification screen will appear. Please review the verification screen to confirm payment plan option and acknowledge fee associated with payment plan option. Press the **Continue** button to continue to the budget worksheet.

# Illinois Institute of Technology/TouchNet Payment Plan User Guide

ILLINOIS INSTITUTE OF TECHNOLOGY  
Transforming Lives. Inventing the Future.

Important Information | Ask for Help | Log Out  
Logged in as: Adrienne J. Catrambone

Home eBills Payments Deposits **Payment Plans** Refunds Authorized Users My Profiles

Active Payment Plans **Sign Up For a New Payment Plan** Payment Plan History

① Payment Plan ② Budget Worksheet ③ Payment Method ④ Sign Agreement

View Payment Plans for Term: Spring 2011 Go

**Spring 2011 Three Month Payment Plan**  
The IIT Three Month Plan enables students to pay their out of pocket account balances in three equal monthly installments.

Spring 2011 Three Month Payment Plan Details	
Term(s):	Spring 2011
Enrollment Deadline:	01/14/2011
Scheduled Payments:	Optional
Setup Fee:	\$35.00
Minimum Down Payment:	\$0.00
Number of Payments:	3
Payment Frequency:	Fixed Dates
Late Payment Fee:	\$25.00

Cancel Continue

Verify the tuition and housing balances. **Please Note:** Only authorize financial aid will be deducted from the amount due at time of enrollment. Financial aid that has not been finalized or departmental scholarship will not be deducted from the amount due until the funds have processed. Payment plans are updated daily and will recalculate your new monthly payments when additional aid or scholarships are posted to your account. You are responsible for your payment plan balance until financial aid post. Please assure that all financial aid paperwork has been completed to avoid delays and to reduce out of pocket tuition and fee cost. Apartment rent charges are due monthly and will not be included in the payment plan calculation.

After verifying accuracy of tuition and housing charges press the **Display Payment Schedule** button to review monthly payments and due dates.

# Illinois Institute of Technology/TouchNet Payment Plan User Guide

Payment Plan Enrollment (step 2) - Windows Internet Explorer

https://secure.touchnet.com:8443/C20090test\_tsa/web/plan\_enrollment3.jsp

Home eBills Payments Deposits **Payment Plans** Refunds Authorized Users My Profiles

**Sign Up For a New Payment Plan**

① Payment Plan ② **Budget Worksheet** ③ Payment Method ④ Sign Agreement

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#).

Please review your payment schedule carefully before completing your enrollment. You have missed the first 1 installments of this payment plan due to late enrollment.

Missed installments are due at the time of enrollment.

	Charges	Credits
Housing:	\$4970.00	
Tuition:	\$7234.00	
Fin Aid Grant:		\$1600.00
Fin Aid Merit:		\$6000.00
Down Payment:		\$ 0.00

Display Payment Schedule

<< Back Cancel

Click here to view monthly payment & due dates

**Select Payment Method.** You can choose to set up automatic monthly payments or choose to pay monthly by due date. Accounts can enroll in automatic payment options using ACH (electronic check payment) only. Accounts have the option to schedule future credit card payments for a specific date and amount but cannot be set up with the automatic payment option. Select desired payment option and press the **Continue** button

**Please Note:** Enrollment fee is required at time of enrollment. Payment plans cannot be finalized until fee payment has been received. Late enrollees must pay missed monthly payments and fee to enroll in plan.

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Home eBills Payments Deposits **Payment Plans** Refunds Authorized Users My Profiles

**Sign Up For a New Payment Plan**

① Payment Plan    ② **Budget Worksheet**    ③ Payment Method    ④ Sign Agreement

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#).

Please review your payment schedule carefully before completing your enrollment.

	Charges	Credits
Housing:	\$4970.00	
Tuition:	\$7234.00	
Fin Aid Grant:		\$1600.00
Fin Aid Merit:		\$6000.00
Down Payment:		\$ 0.00

[Recalculate Payment Schedule](#)

Description	Due Date	Amount
Setup Fee	Due Now	\$45.00
<b>Total Fees:</b>		<b>\$45.00</b>
1st Installment	12/10/2009	\$1,151.00
2nd Installment	12/12/2009	\$1,151.00
3rd Installment	12/13/2009	\$1,151.00
4th Installment	12/15/2009	\$1,151.00
<b>Total of Installments:</b>		<b>\$4,604.00</b>

Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

[<< Back](#)    [Cancel](#)    [Continue](#)

Select payment option for current amount due. Select the drop box to view payment options. Payments can be made by ACH or Credit Card. Press the **Continue** button to enter payment information.

**Please Note:** Payment information can be saved for future payments by clicking the **Save this payment for future use** box. You will be prompted to name saved payment. Students anticipating future refunds can save the information to use for future refunds by checking the **refund option** box.

# Illinois Institute of Technology/TouchNet Payment Plan User Guide

The screenshot shows a web browser window titled "Enroll in Payment Plan, New Bank Account - Windows Internet Explorer". The address bar shows the URL: [https://secure.touchnet.com:8443/C20090test\\_tsa/web/ppm\\_new\\_ach.jsp](https://secure.touchnet.com:8443/C20090test_tsa/web/ppm_new_ach.jsp). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page has a navigation menu with links for Home, eBills, Payments, Deposits, Payment Plans, Refunds, Authorized Users, and My Profiles. The main content area is titled "Enroll in Payment Plan" and includes a progress indicator with four steps: 1. Payment Plan, 2. Budget Worksheet, 3. Payment Method, and 4. Sign Agreement. The "Payment Method" is set to "New Electronic Check (checking/savings)". Below this is the "Bank Account Information" section, which includes fields for Account Type (Checking), ABA Routing Number (071000013), Account Number (12356), and Confirm Account Number (masked with dots). The "Accountholder Billing Information" section includes fields for Name on Account (Your Name), International Address? (checkbox), Billing Address (Your Street Address), City (Your City), State/Province (Illinois (IL)), and Zip Code (60616). The "Refund Options" section has a checked checkbox for "Check here if you would like to allow refunds to be deposited into this account." and a note: "IMPORTANT: Only ONE account can be designated to receive refunds." The "Option to Save" section has a checked checkbox for "Save this payment method for future use" and a field for "Save Payment Method As" (My Checking). At the bottom, there are buttons for "<< Back", "Cancel", and "Continue". A footer note states: "Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc." Red arrows point to the "Name on Account" field, the "Check here if you would like to allow refunds to be deposited into this account." checkbox, the "Save this payment method for future use" checkbox, and the "Continue" button.

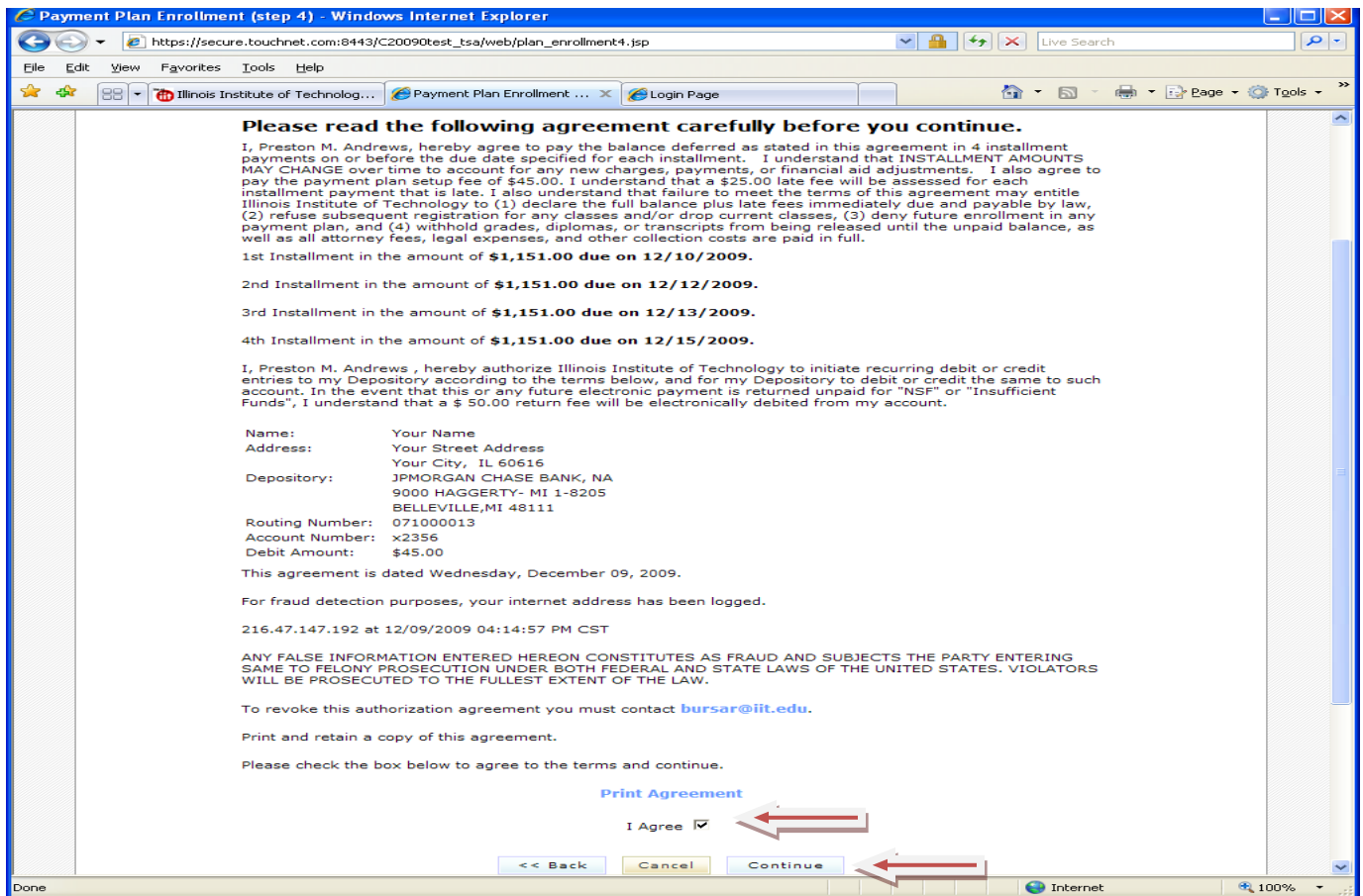
Check box to authorize future electronic refunds

Save account information

Hit continue to process payment

Review payment plan and account information. Upon verification print a copy of the agreement, check the **I Agree** box and press the **Continue** button to process payment and validate payment plan.

# Illinois Institute of Technology/TouchNet Payment Plan User Guide



You will receive immediate online payment and plan confirmation as well as an email confirmation that your payment has been processed and payment plan has been established.

