

Viewing Your eBill and Making Payments Online

To access the system: https://secure.touchnet.net/C26626_tsa/web/login.jsp

Enter your Username and password. Your username is your student ID number and your password will be the same PIN used to access BANNERWEB

Students and Staff

*Indicates required information

*SGSC ID:

*PIN:

Login

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

Login

Forgot your password?
Have a temporary password **e-mailed** to you.

Welcome

Welcome to South Georgia State College Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and staff may log in using their SGSC ID and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to hannah.jones@sgsc.edu.

Student Account Suite Features

Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

E-Billing

- View and print your billing statement.

Refunds

- Enter your bank account information so that refunds can be deposited into your account electronically.

Viewing Your eStatements

The TouchNet EBILL System contains a copy of the bills that will be sent to you on a monthly basis.

Under the “eStatements” tab, review your current and previous bills. The summary at the top reflects your most current billing statement. Use the drop down box to select previous statements. Please note the summary information under “Most Recent Billing Statement” will not change.

My Account **Payments** **eStatements** **eRefunds**

eStatements

Please make sure that your browser's pop up blocker is disabled for this website, and then click the "Select" button.

Select the statement to view: 09/29/2016 **Select**

Most Recent Billing Statement

Current balance includes activity since your last statement, including recent payments and new charges.

Account Description	Statement Date	Statement Amount	Current Balance	Action
Student Account Statement -- Payment Due On 9/30/16	9/29/16	\$0.05	\$0.00	View Pay

Account Activity Since Last Statement

There is no activity available

View All Activity

Making a Payment

Under the "PAYMENTS" tab select the "Make a Payment" button.

South Georgia State College

My Account | **Payments** | eStatements | eRefunds

Account Payment | Payment History

Account Payment

Current Account Status

Student Account
Balance: \$0.00

[Make a Payment](#) | [View Account Activity](#)

Pending Payments

No payments have been set up.

Follow the instructions on screen to first determine the payment amount and payment date. Once you have determined the amount to pay continue to the next page.

South Georgia State College

My Account | **Payments** | eStatements | eRefunds

Account Payment | Payment History

Account Payment

Amount	Payment Method	Confirmation	Payment Receipt
Select Payment			
<input type="radio"/> Current account balance:		\$0.00	\$ <input type="text"/>
<input type="radio"/> Amount due:		\$0.00	\$ <input type="text"/>
Payment date:	<input type="text" value="3/28/17"/>		
Memo:	<input type="text"/>		
Continue			

Next, select your payment method. If you wish to pay by credit/debit card, a 2.75% convenience fee with a \$3.00 minimum will be charged for using this payment method. There will be no convenience fee charged for Electronic Check payments.

The screenshot shows the South Georgia State College payment portal. At the top, there is a navigation bar with 'My Account', 'Payments', 'eStatements', and 'eRefunds'. Below this is a sub-navigation bar with 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and has a tabbed interface with 'Amount', 'Payment Method', 'Confirmation', and 'Payment Receipt'. The 'Payment Method' tab is active. Under 'Select Payment Method', the 'Payment amount' is \$5.00. The 'Payment Method' dropdown menu is open, showing options: 'Select Payment Method', 'Electronic Check (checking/savings)', and 'Credit Card via PayPath *'. There are 'Select', 'Back', and 'Cancel' buttons. A note states: '*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.' Below this, there is a section for 'Electronic Check' with explanatory text.

Continue by entering the account information for your desired payment method.

The screenshot shows the South Georgia State College payment portal at the 'Account Information' step. The navigation and sub-navigation bars are the same as in the previous screenshot. The 'Payment Method' dropdown is now set to 'Electronic Check (checking/sav)'. A 'Select' button is visible. A note about credit card payments is present. The 'Account Information' section is highlighted with a yellow box and contains the following text: '*Indicates required fields' and 'Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.' Below this, there are input fields for '*Account type:', '*Routing number: (View example)', '*Bank Account number:', and '*Name on account:'.

Agree to the Payment Authorization form. Once you click and agree you will receive a confirmation form on screen and also receive an email notification.

