TouchNet Delegate Instructions

1. Log into the Enroll & Pay Delegate system by following instructions here: [http://registrar.ku.edu/da-delegate-instructions](http://registrar.ku.edu/da-delegate-instructions) (Note: Delegate must have been granted Student Financials access by their student).

2. After logging in, select Campus Finances.

3. Click “Pay Tuition, Fees and Other Charges”. Ensure that pop-ups are allowed for this site, and click the green button to proceed.

4. Click the “Pay Tuition, Housing and Other Charges” button. Login to the TouchNet Payment Delegate system using the credentials previously e-mailed to you from stu.account@ku.edu (Note: Your student must also grant you Payment Delegate access in the TouchNet system).
5. Click the green Make a Payment button in the My Account box, and enter amount to pay and payment information as you navigate the steps.
**Select Payment Method**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment Method</th>
<th>Confirmation</th>
<th>Payment Receipt</th>
</tr>
</thead>
</table>

**Payment amount:** $56.00

**Payment Method:**
- Select Payment Method
- Electronic Check (checking/savings)
- Credit Card via PayPath *

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.*

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler’s checks, etc.
University of Kansas Payment Instructions

Account Payment

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment Method</th>
<th>Confirmation</th>
<th>Payment Receipt</th>
</tr>
</thead>
</table>

Review Details
Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.
Payment amount: $56.00
Payment type: Credit Card through PayPath®, a tuition payment service.
By selecting the Continue to PayPath button you are agreeing to the Terms & Conditions.

Continue to PayPath  Back  Cancel

Welcome to the PayPath Payment Service!

This service allows you to make credit or debit card payments for University of Kansas student accounts. A non-refundable PayPath Payment Service fee of 2.75% will be added to your payment.

Transaction Details
Term: Spring 2017
Student Id: Lawrence
Amount: $56.00

PayPath Payment Service accepts:

Continue  Cancel
Payment Amount Information
In addition to the amount paid to University of Kansas, a non-refundable PayPath Payment Service fee of 2.75% will be added to your payment with a Minimum charge of $3.00.

Payment amount: $56.00

Continue  Cancel

Payment Card Information
PayPath Payment Service accepts:

*Indicates required fields
*Name on card:
*Card account number:
*Card expiration date: MM YY
*Card security code:

Billing Address
Check if address is outside of the United States:
*Billing address:
*City:
*State: Kansas (KS)
*Zip code:
*Email address:
*Confirm email address:
Phone number:

Continue  Cancel
Review Payment Details

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to University of Kansas: $56.00
PayPath Payment Service Fee: $3.00
Total payment amount: $59.00

School name: University of Kansas
Payer name: [redacted]
Email address: Not supplied
Phone number: xxxxxxxxxx1111
Card number: [redacted]
Browser internet address: [redacted]

Terms and Conditions

I hereby authorize charges totaling $59.00 via my credit/debit card. I understand that a PayPath Payment Service fee of $3.00 will be charged to my credit/debit card and is not refundable under any circumstances.

☐ I agree to the terms and conditions.

Submit Payment  Change Information  Cancel
University of Kansas Payment Instructions

6. Once the payment is processed, you will see a receipt. In addition, you will receive an e-mail with information about your payment. Please print the confirmation for your records. This receipt indicates that a transaction is acknowledged by the system and being processed.
The following accounts will receive the corresponding credit:

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted] - Lawrence</td>
<td>$56.00</td>
</tr>
</tbody>
</table>

**University of Kansas Contact Information**
If you have any questions concerning this transaction, please contact University of Kansas at:

- **Contact phone:** 785-864-3322
- **Contact email:** stu.account@ku.edu

**Terms and Conditions**
I hereby authorize charges totaling $59.00 via my credit/debit card. I understand that a PayPath Payment Service fee of $3.00 will be charged to my credit/debit card and is not refundable under any circumstances.