TouchNet Payment Delegate Instructions for Students

Note: Payment Delegates are different than Enroll & Pay Delegates. Payment Delegates can ONLY make payments through our Third Party Online Payment vendor. For students on any University of Kansas campus, it is not necessary for them to have Enroll & Pay access in order to make a payment to a student’s Tuition, Fees or other charges (i.e. Student Health charges, Housing, Bookstore Charges, etc.). However, in order to view your e-Bill they must have Enroll & Pay Access as well. Payment Delegates must at least have “Student Financials” Delegate Access to be able to add funds to a Beak ‘em Bucks Card (Lawrence Students only).

1. Log into the Enroll & Pay system
2. After logging in, select Campus Finances
3. Click Make Payment--Recharge KU Card link. Ensure that pop-ups are allowed for this site.
4. Click the green “Pay Tuition, Housing and Other Charges” button. You may need to select your Campus Identity Provider (University of Kansas – Lawrence or University of Kansas Medical Center).
5. Under “My Account”, click the Payment Delegates tab.
6. To add a new Payment Delegate, click the arrow next to “Add Payment Delegate”
7. Enter the e-mail address of the delegate
8. You can choose to let them see your account history (in regards to the TouchNet site only). If you choose “No” to this question, the delegate will only be able to make payments to your account.
9. Click the “Continue” button
10. Read the “Agreement to Add Payment Delegate” and click the “I Agree” button to check it.
11. If you want a copy, print the Agreement and click “Continue”
12. An e-mail will be sent to your Payment Delegate with instructions and a temporary password to logon to the TouchNet site. Note that you may edit or delete this delegate at any time by navigating back to this same page and choosing the Edit or Delete link in the Action column next to the Payment Delegate’s e-mail address. You can also review the Agreement by clicking the Show Agreement link.