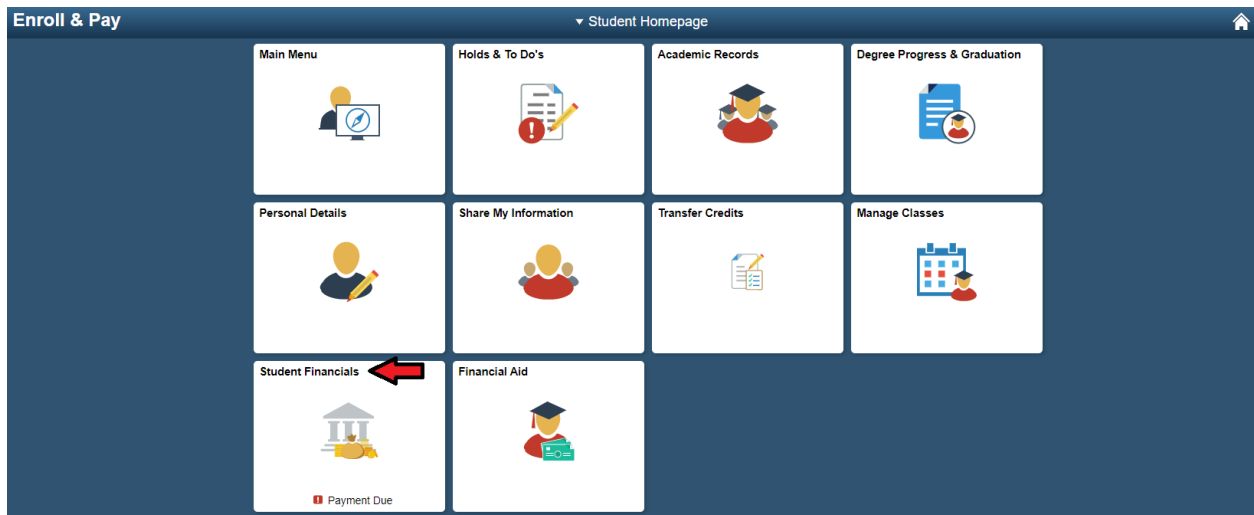


Setting up a Payment Delegate

Note: Payment Delegates are different than Enroll & Pay Delegates. Payment Delegate access is ONLY for making payments through our third party online payment vendor, TouchNet. However, in order for delegates to pay on your behalf, you must set them up as an Enroll & Pay Delegate and grant them “Student Financials” access in order to pay bills and add funds to a Beak ‘em Bucks Card (Lawrence Students only).

1. Log into the [Enroll & Pay system](#)
2. Click on the Student Financials Tile.



3. Click “Make Payment--Recharge KU Card” link.

The screenshot shows the 'Account Summary' page for 'JayJeff Student'. The left-hand menu includes:

- Account Inquiry
- Account Balance
- Charges Due
- Make a Payment-Recharge KU (highlighted with a red arrow)
- Direct Deposit
- Account Activity
- Account Services

 The main content area shows:

- Account Summary**
- You owe 4,644.25.
 - Due Now 4,644.25
 - Future Due 0.00
- ** You have a past due balance of 3,359.05. **
- What I Owe** table:

Campus	Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
University of Kansas	2019 Fall	4,644.25		4,644.25
Total		4,644.25		4,644.25

 Below the table, it states 'Currency used is US Dollar' and 'Remittance Addresses'.

- Ensure that pop-ups are allowed and click the green “Pay Tuition, Housing and Other Charges” button (opens in a new window/tab). You may then need to select your Campus Identity Provider (University of Kansas - Lawrence or Medical Center).

Make a Payment and/or Recharge KU Card

By clicking on a button below, you will be redirected to KU’s contracted monetary processor.
 >>This redirect opens in a new window, therefore you must allow popups within your browser settings.<<

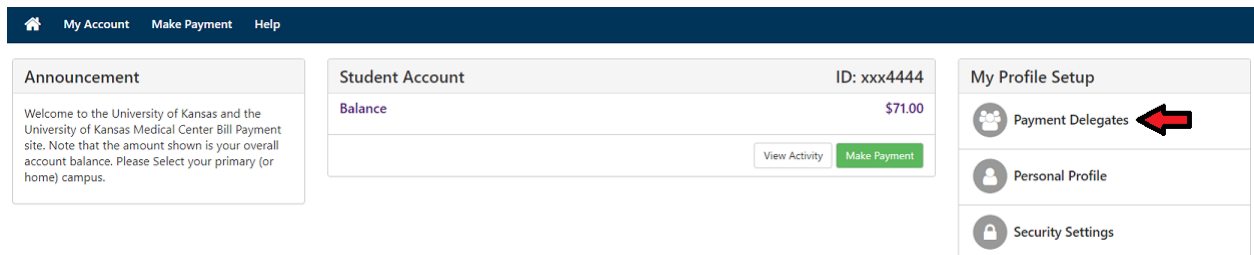


NOTE: Payment Delegates are handled separately from the delegate access to the student’s records. The credentials for a Payment Delegate must be created in the system of the third-party payment processing system. Please see the links below for more information.

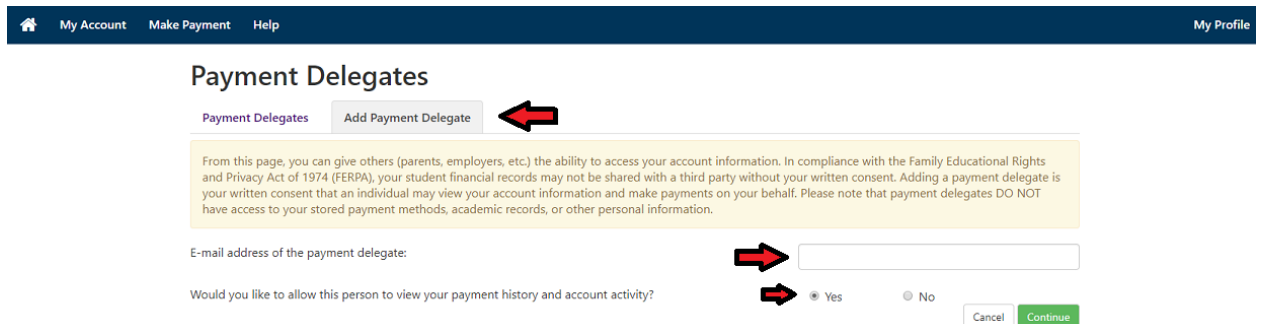
[Instructions for Student](#)

[Instructions for Delegate](#)

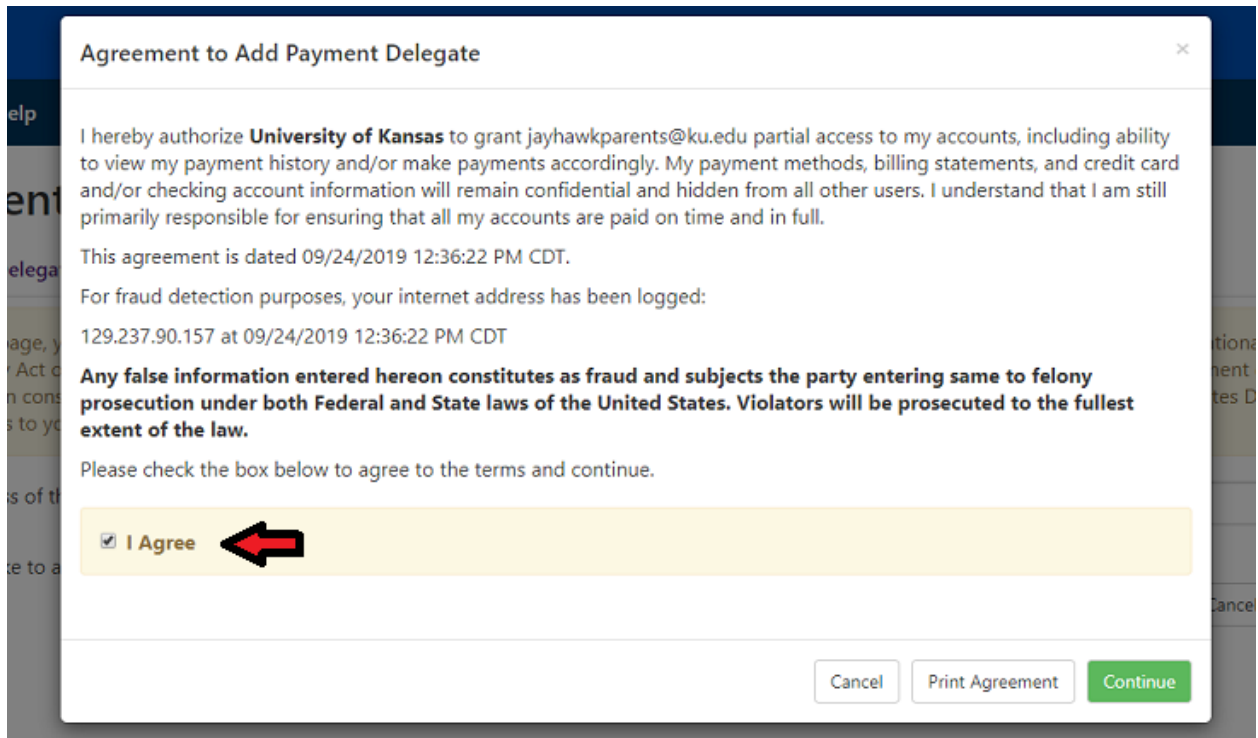
- Once in the TouchNet environment, under “My Profile Setup” on the right side of the page, click the Payment Delegates tab.



- To add a new Payment Delegate, click the “Add Payment Delegate” tab and enter the e-mail address of your delegate. 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. Click the “Continue” button.



7. Read the “Agreement to Add Payment Delegate” and check the “I Agree” button.



Agreement to Add Payment Delegate ✕


I hereby authorize **University of Kansas** to grant jayhawkparents@ku.edu partial access to my accounts, including ability to view my payment history and/or make payments accordingly. My payment methods, billing statements, and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated 09/24/2019 12:36:22 PM CDT.

For fraud detection purposes, your internet address has been logged:
129.237.90.157 at 09/24/2019 12:36:22 PM CDT

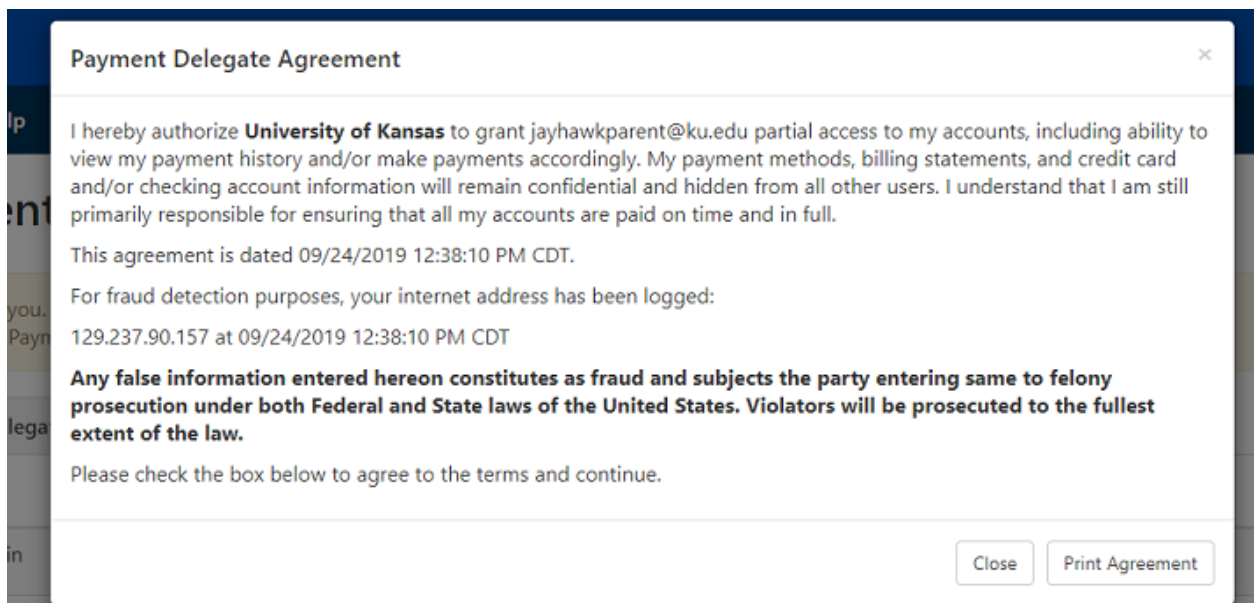
Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree 

Cancel Print Agreement Continue

8. If you want a copy, print the Agreement and click “Continue”



Payment Delegate Agreement ✕

I hereby authorize **University of Kansas** to grant jayhawkparent@ku.edu partial access to my accounts, including ability to view my payment history and/or make payments accordingly. My payment methods, billing statements, and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated 09/24/2019 12:38:10 PM CDT.

For fraud detection purposes, your internet address has been logged:
129.237.90.157 at 09/24/2019 12:38:10 PM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

Close Print Agreement

- 9. An e-mail will be sent to your Payment Delegate with instructions and a temporary password to log on to the TouchNet site. You may edit or delete this payment delegate info at any time by navigating to the "Payment Delegates" tab and clicking on the "gear" icon located in the "Action" column. You can also review/print the Agreement by clicking the Show Agreement link.

The screenshot shows a web interface for managing payment delegates. At the top is a dark blue navigation bar with links for 'My Account', 'Make Payment', 'Help', and 'My Profile'. Below this is the 'Payment Delegates' section, which includes a tab for 'Payment Delegates' and a link for 'Add Payment Delegate'. A table lists the delegates with columns for 'Full name', 'Email address', and 'Action'. The first delegate's email address is 'jayhawkparent@ku.edu'. A dropdown menu is open for the first delegate, showing options for 'Edit', 'Delete', and 'Show Agreement'. Red arrows highlight the 'Payment Delegates' tab, the 'Action' column header, and the gear icon for the first delegate.

Full name	Email address	Action
	jayhawkparent@ku.edu	

- Edit
- Delete
- Show Agreement