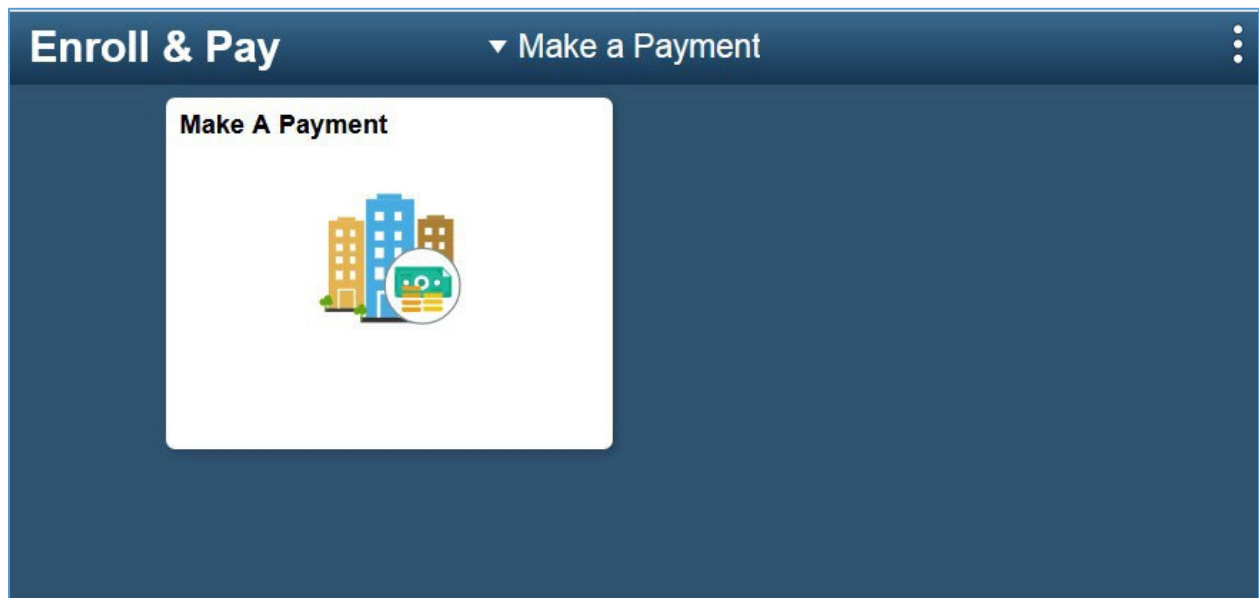
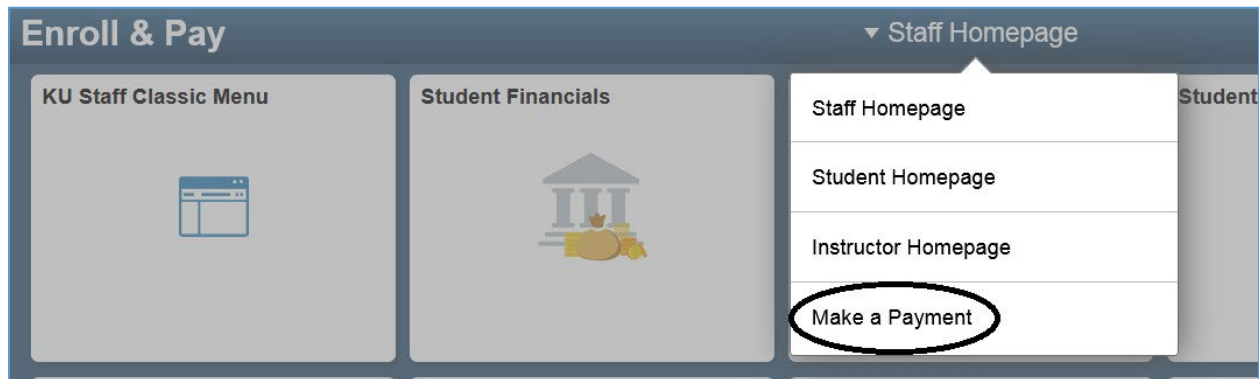


Instructions for Non-Students to Pay Account Balances in Enroll & Pay

There is a new Homepage in Enroll & Pay called “Make a Payment”. It was created to allow non-students the ability to electronically pay balances on their Enroll & Pay Account (Visiting Scholars, Library Fines, etc.). You should have received a paper bill letting you know that you have outstanding charges on your account. This new Homepage will allow you to pay those charges.

1. When you log in to Enroll & Pay, click the arrow at the top to see your Homepage choices. True non-students will only see the one “Make a Payment option”. Faculty, staff and students will see that the new Homepage will be at the bottom of their list based on their security access and needs.



(Note: this “Make a Payment” page is for YOUR personal account that is tied to your KU Online ID. This page cannot be used by delegates to pay their student’s charges.)

2. Click the Tile and you will be taken to the “Make a Payment” page, and click the blue “Pay Tuition, Housing and Other Charges” button. This will open a new tab/window and you will be prompted to log in using your KU Online ID to get to our Third Party Payment Vendor (TouchNet).

MAKE A PAYMENT
[Instructions for Student](#)
[Instructions for Delegate](#)

Choose one of the buttons below to be transferred to KU's contracted monetary processor. *Please be patient...this will take a few moments.*

These buttons open our payment sites in a new window or tab. If the new window/tab does not open, you must disable the pop-up blocker within your browser!

Domestic Payments (TouchNet)

[Pay Tuition, Housing and Other Charges](#) ⓘ

International Payment Options

|| [PayMyTuition](#) ⓘ

[FlyWire.com](#) ⓘ

Remittance Postal Addresses

KU Med Center
3901 Rainbow Boulevard
Mail Stop 4008
Kansas City, KS 66180
WY

University of Kansas
Student Accounts & Receivables
1246 West Campus Rd Room 20
Lawrence, KS 66045
nc

(If you have the appropriate account and wish to add funds to Beak'em Bucks or to a Dining Dollars plan, please click on the corresponding tab on the top left row instead.)



Once in the TouchNet environment you can see your Account Balance if you have any outstanding charges and you can “Make a Payment” (via eCheck for free or Credit Card with a small convenience fee).

The screenshot displays the TouchNet interface for a University of Kansas account. At the top, the KU logo is on the left, and the user is logged in as 'Lawrence' on the right. A navigation bar contains 'My Account', 'Make Payment', and 'Help'. A yellow banner indicates 'Currently there is no activity on your account Lawrence.' The main content area is divided into three sections: 'Announcement' with a welcome message, 'Student Account' showing a balance of zero and buttons for 'View Activity' and 'Make Payment', and 'My Profile Setup' with links for 'Payment Delegates', 'Personal Profile', and 'Security Settings'. The footer includes copyright information and a 'Secured by touchnet' logo.

3. Click the green “Make Payment” button in the Student Account box, enter amount to pay and click “Continue”, choose your payment method and click the “Select” box, then enter financial information to proceed.
 - Once the payment is processed, you will see a receipt. In addition, you will receive an e-mail with information about your payment. You may print the confirmation for your records. This receipt indicates that a transaction is acknowledged by the system and being processed. The payment will automatically feed back to Enroll & Pay and apply to your account.