Pay Online

PAY ONLINE with e-check or credit/debit card through Enroll & Pay. An e-check is an electronic withdrawal from a checking or savings bank account. No additional fee is charged for online e-check payments unless the check is returned unpaid to the university. Unpaid checks are charged a $30 non-refundable fee. There is a convenience fee assessed on each credit/debit card transaction (see sar.ku.edu for current percentage). To avoid non-refundable late payment fees, online payments must be processed by the appropriate due date. To pay online:

Student Instructions:

1. Log into the Enroll & Pay system
2. From the Student Homepage, select the Student Financials Tile.
3. Click the “Pay Bills/Beak’em Bucks/Dining $” link from the left-hand menu.
4. (Ensure that pop-ups are allowed) The page will default to the “Pay Bills” tab, so simply click the green “Pay Tuition, Housing and Other Charges” button. This will open a new tab/window to the payment site. *You may need to re-login and select your Campus Identity Provider, University of Kansas – Lawrence or University of Kansas Medical Center. (If you wish to add funds to Beak’em Bucks or to a Dining Dollars plan, please click on the corresponding tab instead).
5. Once in TouchNet, 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.
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.

(student screenshots below)
**Enroll & Pay**

- Spring 2020 Credit/No Credit
- Main Menu
- Holds & To Do's
- Academic Records
- Degree Progress & Graduation
- Personal Details
- Share My Information
- Transfer Credits
- Manage Classes
- Student Financials
- Financial Aid

**Pay Bills**

**MAKE A PAYMENT**

By clicking on a button below, you will be redirected to KU's contracted monetary processors.

>> This redirect opens in a new window, therefore you must allow popups within your browser settings.<<

- Pay Tuition, Housing and Other Charges

**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

**Due Now:** 14,371.75

Currency used is US Dollar

Updated 04/2021
Delegate Instructions:

(**NOTE:** to make payments, your student must grant you Student Financials Delegate access in Enroll & Pay).

1. Log in to the Enroll & Pay Delegate site at delegate.ku.edu using the credentials you received via email from registrar@ku.edu titled “ACTION REQUIRED: Access to (your student’s name) school data has been granted to you”. Instructions can be found 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. From your Delegate Homepage, select the My Student’s Information tile.

3. From the left menu, under the “My Student’s Information” folder, click the “Pay Bills/Beak’em Bucks/Dining” link.

4. (Ensure that pop-ups are allowed) The page will default to the “Pay Bills” tab, so simply click the green “Pay Tuition, Housing and Other Charges” button. This will open a new tab/window to the payment site. (If you wish to add funds to Beak’em Bucks or to a Dining Dollars plan, please click on the corresponding tab instead).

5. This will open a new window in your browser which is transferring you to a TouchNet (our 3rd Party Payment vendor) login screen. If this is your first time navigating TouchNet, you will be presented with a one-time connecting page:
   a. This is a one-time connection* between your old and new accounts. You should not encounter this screen for subsequent logins. Instead, after you click the green button, it will take you directly to your student’s payment screen.
   b. If your student previously setup your TouchNet account, you will use the portion of the screen titled “Existing Authorized Users”. Enter the same credentials you currently use to log into TouchNet.
   c. If your student had NOT previously setup your TouchNet Payment Delegate access, use the portion of the screen titled “Create New User”.

6. Click the green “Make Payment” button in the Student Account box, enter amount to pay, choose your payment method and click the Select box, then follow the instructions on screen to enter your financial information.

7. Once the payment is processed, you will see a receipt. In addition, you will receive an email 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.

*(delegate screenshots below)*
*One-time Connection Page*

**KU/KUMC Payment Delegate Login**

**Existing Authorized Users**

Enter your credentials below. This is a one-time step to link your accounts. Once this is complete, you will no longer use the existing authorized user login page.

- Enroll & Pay Delegate ID:
- Password:

Forgot Password  Login

**Create New User**

If you do not have a user account, please create one below.

- Enroll & Pay Delegate ID:

Create New User

If your student had previously created your TouchNet payment account, you will use the portion of the screen titled “Existing Authorized Users.” Enter the same credentials that you had used to previously log into TouchNet.

If your student had NOT previously created your TouchNet payment account, you will use the portion of the screen titled “Create New User”:

Delegate Information Page (https://student-account-services.ku.edu/pay-online).*

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