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, which defaults to the “Pay Bills” tab, so simply click the green “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).

(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).

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.