



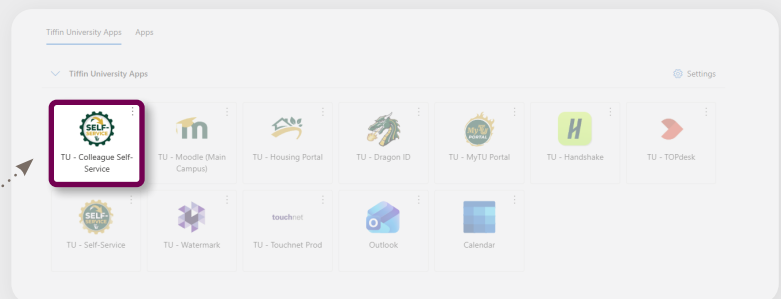
HOW TO MAKE A PAYMENT

Students and authorized users can make online payments on the student's account with the instructions below. Authorized users must be **granted access** by their student to be able to log in to make a payment. See instructions on how to add an **authorized user**.

FOR STUDENTS

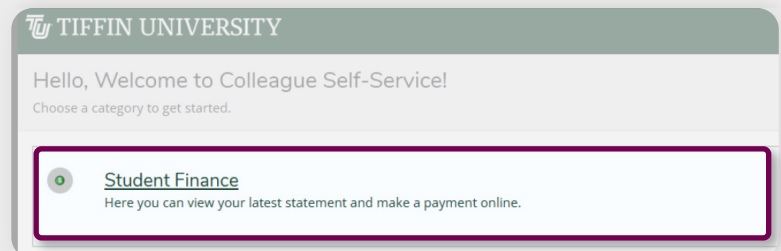
STEP 1

Log into **MyApps** and select the **TU - Colleague Self-Service** tile.



STEP 2

Click on the **Student Finance** tile.



STEP 3

Click on the **Make a Payment**.



STEP 4

Click on **Continue to Payment**.

You are moving to the...

Secure Payment Center

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

Continue to Payment Center


FOR PARENTS / AUTHORIZED USERS

Log into **Touchnet** at https://secure3.touchnet.com/C23443_tsa/web/login.jsp

NOTE: Your student will need to setup your authorization to TouchNet if you do not have access. Please reference instructions on **How to Set Up an Authorized User** for guidance.

STEP 5

Click on the **Make Payment** tab OR
Select the **Make Payment** button.

 To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account ID: 0000976

[Student Account](#) There is no activity on this account at this time.

[View Activity](#) [Pay Deposit](#) [Make Payment](#)

Statements

STEP 6

1. Enter the dollar amount you would like to pay, not exceeding the total balance due.
2. Click **Add**
3. Click **Continue**.

My Account • My Profile • Make Payment • Payment Plans • Deposits • Refunds • Help

Account Payment

Amount Method Confirmation Receipt

Payment Date: 3/3/26

Pay by Term
Enter payment amount and click Add to include in the payment total.

Fall 2025 | \$75.00

(Student Account)	\$75.00
Additional Item Total	\$0.00
Payment Total	\$75.00

Continue

STEP 7

1. Select Payment Method:

- **Electronic Check (go to Step 8):** checking/savings (NO convenience fee)
- **Credit/Debit Card via PayPath (go to Step 9):** 3% convenience fee on domestic cards and 4.25% on international cards

2. Click **Continue**.

Account Payment

Amount: \$1,047.00

Method: Select Method

Back Cancel Continue

*Indicates required information

*Card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

STEP 8

Using an Electronic Check (checking/savings)

1. Select **payment method** and input all account information.

2. Complete all **Billing** information and **Account** Information.

3. **Check box to save** account information to your profile. Enter label for this payment method, click **Continue**.

4. **Check box to Agree** to terms and conditions and follow the steps to submit your payment.

Account Payment

Amount: \$75.00

Select Payment Method: Electronic Check (checking/savings)

Account Information

Billing Information

Option to Save

Refund Options

Back Cancel Continue

ACH Payment Agreement

I hereby authorize Tiffin University to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$20.00 return fee will be added to my student account.

Name: Joe Smith

Address: 39 Wentz ST
Tiffin OH 44883

Depository: COMMERCE BANK
ACH DEPT.
KANSAS CITY, MO 641416248

Routing Number: 101000019

Account Number: xxxxx1285

Account Type: Checking

Debit Amount: \$75.00

This agreement is dated 2026-03-03 14:37:09 EST.

For fraud detection purposes, your internet address has been logged: 198.30.131.105 at 2026-03-03 14:37:09 EST

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.

To revoke this authorization agreement you must contact: studentaccounts@tiffin.edu 15 days prior to your scheduled payment date

I agree to the above terms and conditions. (Print Agreement)

Cancel Continue

STEP 9

Using a Credit/Debit Card

1. Review transaction details.

2. Click **Continue** to **PayPath**.

3. Enter card information and follow prompts to **Submit Payment**.

This screenshot shows the 'Amount' step of the PayPath process. At the top, there are four navigation icons: Amount, Method, Confirmation, and Receipt. Below them is a message: 'Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.' The main content is divided into three sections: 'Payment Information', 'Paid To', and 'Selected Payment Method'. 'Payment Information' includes a 'Payment Date' of 3/3/26, a table for 'Term' and 'Amount' (Fall 2025, Student Account, \$75.00), and a 'Total Payment Amount' of \$75.00 with a 'Change Amount' button. 'Paid To' shows 'Tiffin University, 155 Miami St, Tiffin, OH 44883'. 'Selected Payment Method' shows 'Account: TOUCHNET PAYPATH' with a 'Change Payment Method' button. At the bottom right, there are 'Back', 'Cancel', and 'Continue to PayPath' buttons.

This screenshot shows the 'Confirmation' step of the PayPath process. At the top, there are four navigation icons: Amount, Payment, Confirmation, and Receipt. The main content features the Tiffin University logo and the heading 'Welcome to the PayPath Payment Service!'. Below this is a paragraph explaining the service: 'This service allows you to make real-time Credit or Debit card payments for Tiffin University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 3.00% (minimum \$3.00) for domestic issued cards and 4.25% (minimum \$3.00) for international issued cards will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Thank you for using PayPath.' The 'Transaction Details' section shows 'Student ID: 0001145' and a table for 'Term to credit' and 'Amount' (2025FA, \$75.00). Below this, it says 'PayPath Payment Service accepts:' followed by logos for VISA, Mastercard, American Express, Discover, and others. At the bottom right, there are 'Cancel' and 'Continue' buttons.

This screenshot shows the 'Payment' step of the PayPath process. At the top, there are four navigation icons: Amount, Payment, Confirmation, and Receipt. Below them is the text 'PayPath Payment Service accepts:' followed by logos for VISA, Mastercard, American Express, Discover, and others. The main content is the 'Payment Card Information' form, which includes fields for 'Name on card:', 'Card account number:', 'Card expiration date:' (with MM and YYYY sub-fields), and 'Card security code:' (with CVV and 'What is this?' sub-fields). Below this is the 'Billing Address' section, which has a checkbox for 'Check if address is outside of the United States:' and fields for 'Billing address:', 'City:', 'State:' (with a dropdown menu showing 'Ohio (OH)'), 'Zip code:', 'Email address:', 'Confirm email address:', and 'Phone number: (optional)'. At the bottom right, there are 'Cancel' and 'Continue' buttons.