

HOW TO MAKE A PAYMENT

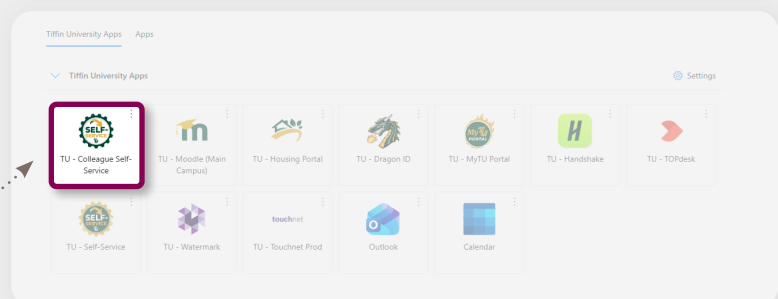


Students and authorized users can make online payments on the student's account with the instructions below. Authorized users must be **granted access** by their student to be able to log in to make a payment. See instructions on how to add an **authorized user**.

FOR STUDENTS

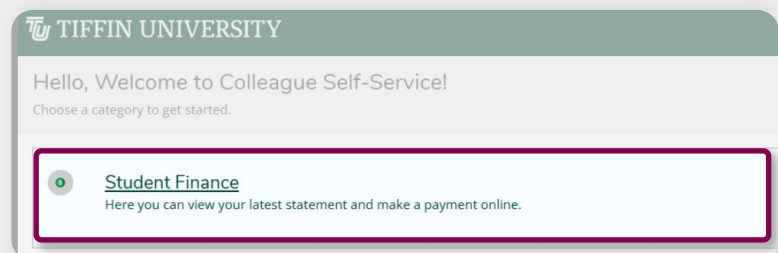
STEP 1

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

\$ 75.00 Add

(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
- **TransferMate INTL (go to Step 10):**

2. Click **Continue**.

Account Payment

Amount: \$1,047.00

Method: **Select Method**

Continue

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

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)

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 'Review transaction details' screen. At the top, there are four tabs: Amount, Method, Confirmation, and Receipt. Below the tabs, a message states: '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 'Confirmation Email'. The 'Payment Information' section includes a 'Payment Date' of 3/3/26, a table with 'Term' (Fall 2025), 'Account' (Student Account), and 'Amount' (\$75.00), and a 'Total Payment Amount' of \$75.00. The 'Paid To' section shows 'Tiffin University, 155 Miami St, Tiffin, OH 44883'. The 'Confirmation Email' section is empty. At the bottom, there is a 'Selected Payment Method' section showing 'TOUCHNET PAYPATH' and a 'Continue to PayPath' button.

Term	Account	Amount
Fall 2025	Student Account	\$75.00

Total Payment Amount: \$75.00

Selected Payment Method: TOUCHNET PAYPATH

Continue to PayPath

This screenshot shows the 'Welcome to the PayPath Payment Service!' screen. At the top is the Tiffin University logo. Below the logo, a message states: '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 with 'Term to credit' (2023FA) and 'Amount' (\$75.00). Below this, it says 'PayPath Payment Service accepts:' followed by logos for VISA, Mastercard, American Express, Discover, and others. At the bottom, there are 'Cancel' and 'Continue' buttons.

Transaction Details

Student ID: 0001145

Term to credit	Amount
2023FA	\$75.00

PayPath Payment Service accepts:

Cancel Continue

This screenshot shows the 'Payment Card Information' screen. At the top, there are four tabs: Amount, Payment, Confirmation, and Receipt. Below the tabs, it says 'PayPath Payment Service accepts:' followed by logos for VISA, Mastercard, American Express, Discover, and others. The 'Payment Card Information' section includes fields for 'Name on card:', 'Card account number:', 'Card expiration date:' (MM and YYYY), and 'Card security code:' (CVV and What is this?). The 'Billing Address' section includes a checkbox for 'Check if address is outside of the United States:' and fields for 'Billing address:', 'City:', 'State:' (Ohio (OH)), 'Zip code:', 'Email address:', 'Confirm email address:', and 'Phone number: (optional)'. At the bottom, there are 'Cancel' and 'Continue' buttons.

Payment Card Information

Name on card:

Card account number:

Card expiration date:

Card security code:

Billing Address

Check if address is outside of the United States:

Billing address:

City:

State:

Zip code:

Email address:

Confirm email address:

Phone number: (optional)

Cancel Continue

STEP 10

Using TransferMate INTL

(Use this when converting to the US dollar.)

1. Select **Payment Method** in the drop down and select **TransferMate INTL** and select **Continue**.

Deposit Payment

Deposit Payment | Deposit History

Amount | Method | Confirmation

Amount: \$500.00

Select Payment Method*: TransferMate INTL

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.

Electronic Check - Payments can be made from a personal checking or savings account.
TransferMate - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.

TransferMate

2. **Select** the country you are paying from.

3. **Review** the conversion rate.

Deposit Payment

Deposit Payment | Deposit History

Amount | Method | Confirmation

Amount: \$500.00

Select Payment Method*: TransferMate INTL

What country are you paying from?

Country * Canada

Review Rate >

Back Cancel

*Indicates required information

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

Electronic Check - Payments can be made from a personal checking or savings account.
TransferMate - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.

TransferMate

STEP 10 (CONT'D)

Using TransferMate INTL

4. Enter the **payer information** for your country, then select **Enter Details**.

Deposit Payment

Deposit Payment | Deposit History

Amount: \$500.00

Select Payment Method*: TransferMate INTL

Review Rates

Bank Transfer

Total Amount Due
CAD CA\$702.79

Taxes and Fees
CAD CA\$0.00

Original Amount
USD \$500.00

Payer Province *: Ontario

< Previous | Enter Details > | Back | Cancel

5. Enter information in the **Student Details** section, click the box for the **terms and conditions** and click **Continue to Confirmation**.

Deposit Payment

Deposit Payment | Deposit History

Amount: \$500.00

Select Payment Method*: TransferMate INTL

Student Details

Who Is Making the Payment *: Student

First Name *: Joe

Last Name *: Smith

Date Of Birth *: 1983 | December | 22

Country *: United States

City *: Tiffin

Street Address *: 39 Wentz ST

Zip Code *: 44883

Phone Number *: American Samoa +1 | 4194139204

Email *: goodf@tiffin.edu

☐ By checking this box, I agree to the TransferMate Student Terms of Use *

< Previous | Continue to Confirmation > | Back | Cancel