How to Set Up a Payment Plan with a Credit/Debit Card

TouchNet v8.10 Tutorial

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How to Set Up a Payment Plan with a Credit/Debit Card

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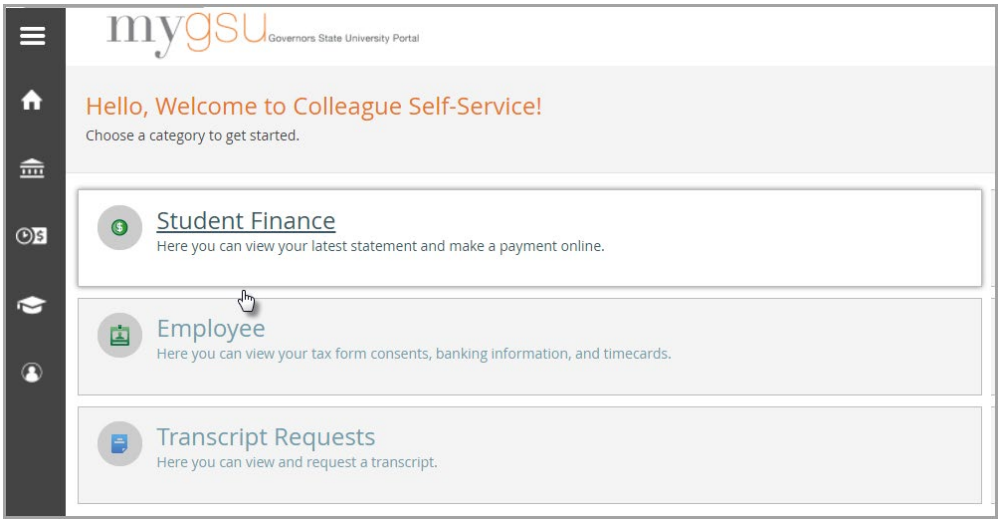
Purpose: This document illustrates the process of enrolling in a payment plan for Tuition and Fees with a Credit/Debit Card.

Step 1: Log into MyGSU Portal

Log into mygsu.govst.edu from Google Chrome or Mozilla Firefox.

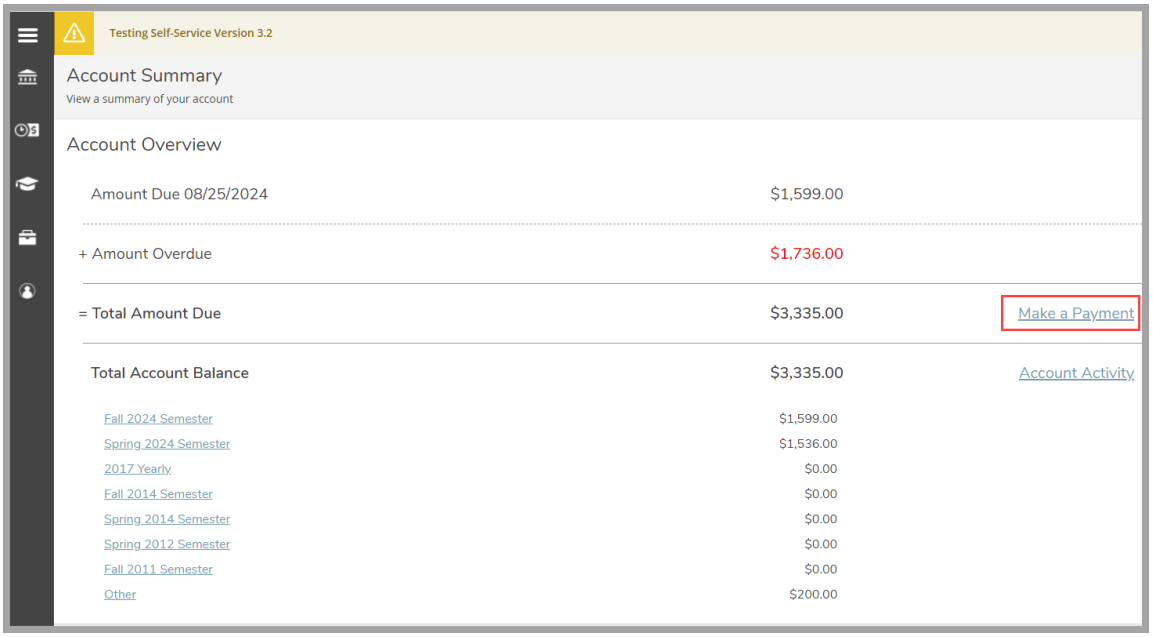
Step 2: Student Finance

Go to **Student Finance,** click Student Finance button.



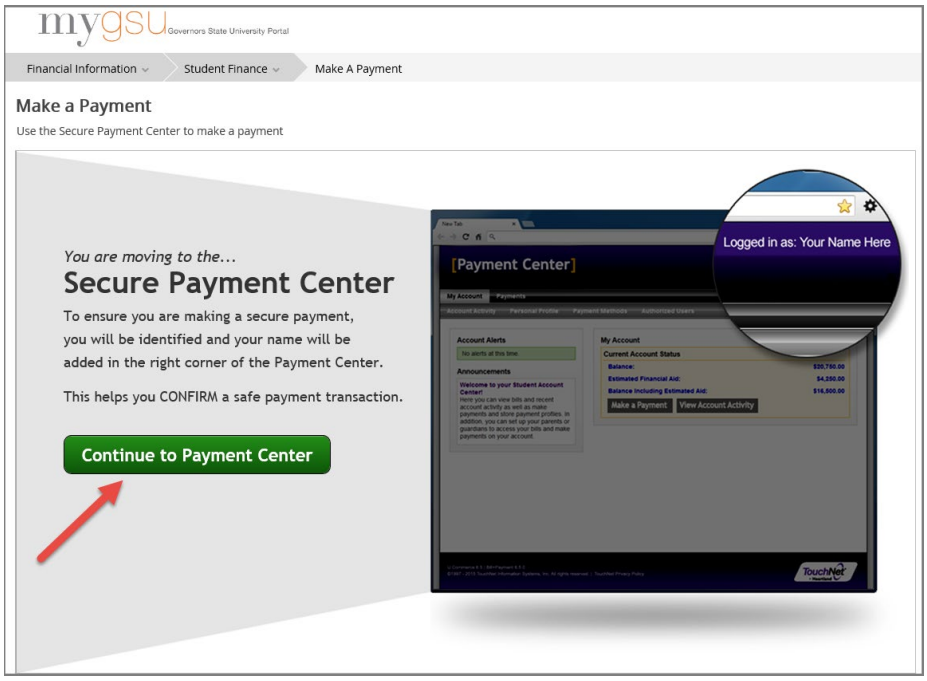
Step 3: Student Finance (continued)

Click **Make Payment** to view your student financial account.



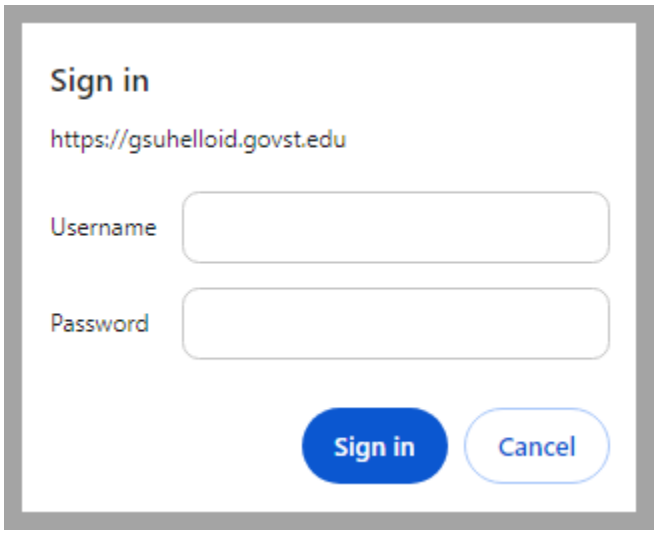
Step 4: Payment Center

You will be directed to another page. Click **Continue to Payment Center** green button.



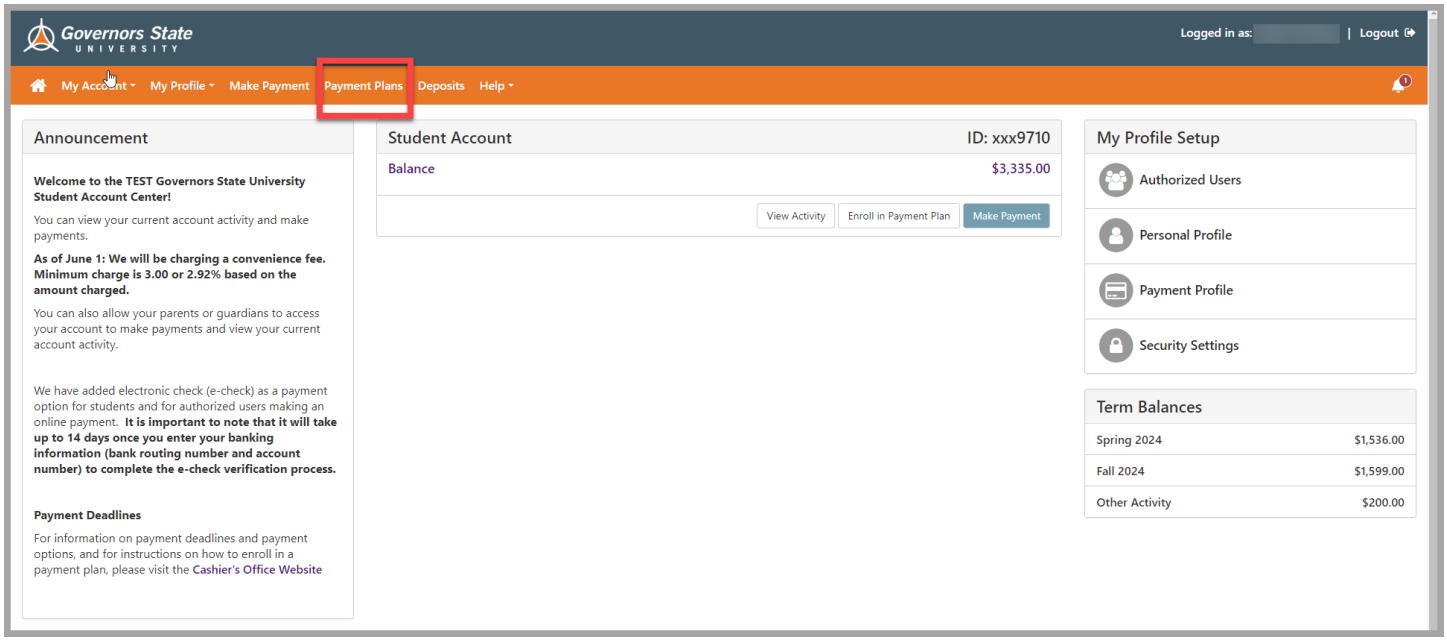
Step 5: Sign In

You may be directed to sign in with your GovState username and password, then click the **Sign in** button.



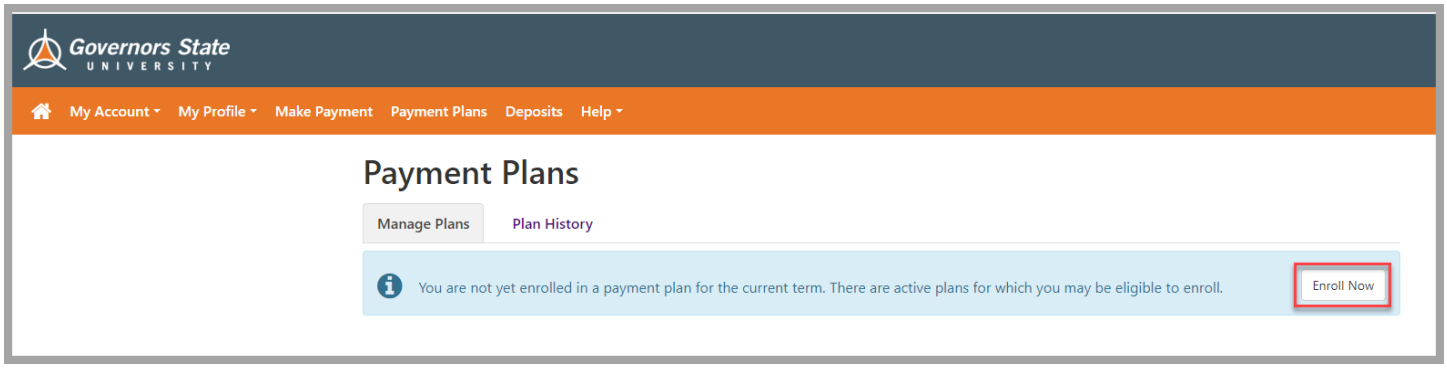
Step 6: Payment Plans

A new window appears containing your information. In the toolbar, click **Payment Plans** to proceed with scheduling payments.



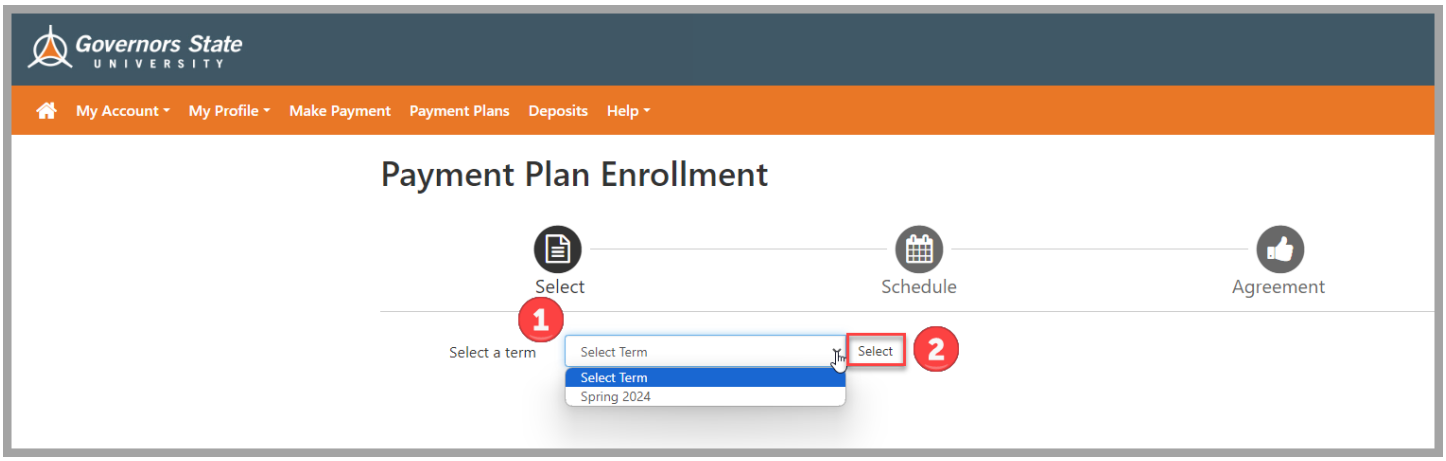
Step 7: Enroll in Payment Plan

The student will need to enroll in a payment plan for the current term; click the **Enroll Now** button to proceed with the payment plan.



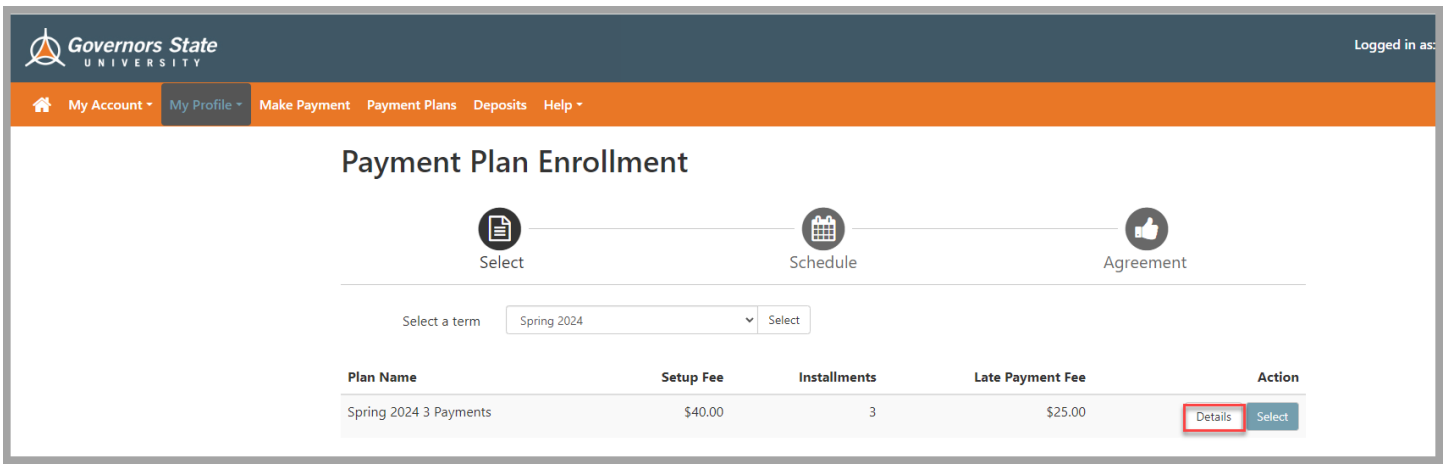
Step 8: Plan Enrollment

1. Select the Term by clicking the drop-down arrow next to Select Term.
2. Click **Select** button to proceed with the Payment Plan process.



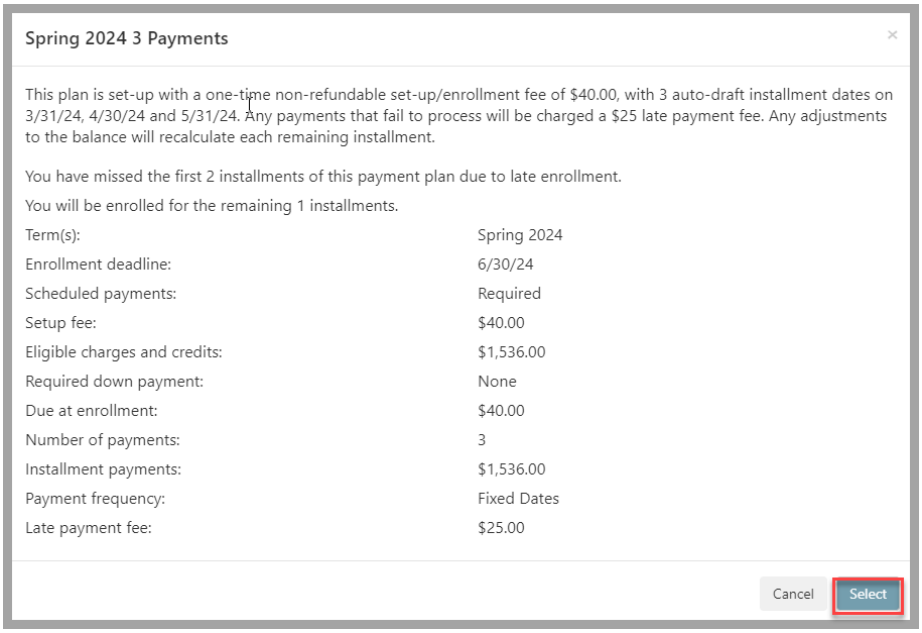
Step 9: Plan Enrollment

Review the information that appears on the screen and click **Details** to review the payment details.



Step 10 Payment Details

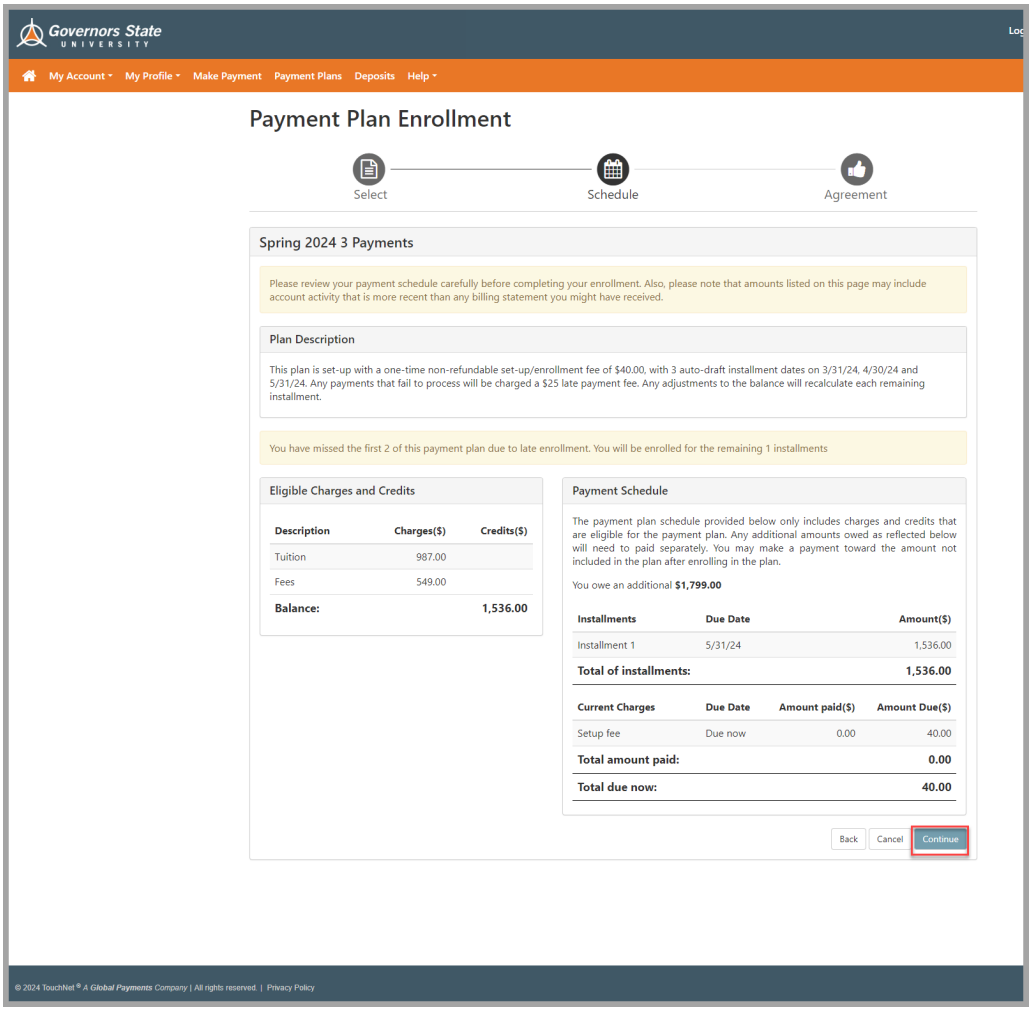
The payment details will appear. After reviewing the payment information, click the **Select** button to proceed. Or click the **Cancel** button to be returned to the Payment Plan Enrollment page (Step 9).



Step 11: Plan Enrollment –Payment Schedule

Review the text in the shaded yellow section. You will need to choose one of the three buttons:

1. **Back** – You will return to the Payment Plan Enrollment screen.
2. **Cancel** – A popup will appear stating, "This will delete the payment plan information and cancel the plan enrollment process. Are you sure you want to continue?" Click Cancel or OK.
3. **Continue –** The system will proceed with the process to the payment schedule.


Governors State UNIVERSITY
My Account
My Profile
Make Payment
Payment Plans
Deposits
Help
Payment Plan Enrollment
Select
Schedule
Agreement
Spring 2024 3 Payments
Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received.
Plan Description
This plan is set-up with a one-time non-refundable set-up/enrollment fee of $40.00, with 3 auto-draft installment dates on 3/31/24, 4/30/24 and 5/31/24. Any payments that fail to process will be charged a $25 late payment fee. Any adjustments to the balance will recalculate each remaining installment.
You have missed the first 2 of this payment plan due to late enrollment. You will be enrolled for the remaining 1 installments
Eligible Charges and Credits
Description
Charges($)
Credits($)
Tuition
987.00
Fees
549.00
Balance:
1,536.00
Payment Schedule
The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.
You owe an additional $1,799.00
Installments
Due Date
Amount($)
Installment 1
5/31/24
1,536.00
Total of installments:
1,536.00
Current Charges
Due Date
Amount paid($)
Amount Due($)
Setup fee
Due now
0.00
40.00
Total amount paid:
0.00
Total due now:
40.00
Back
Cancel
Continue
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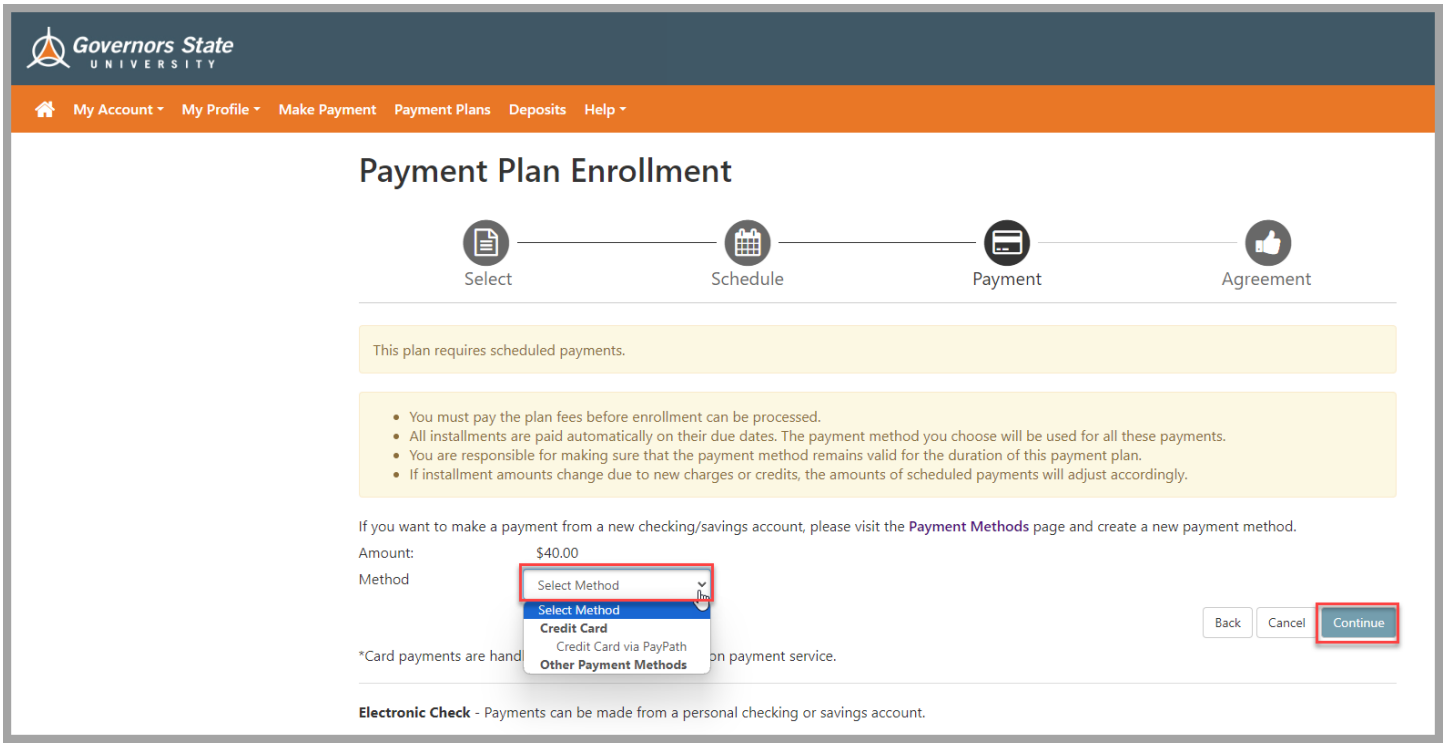
Step 12: Plan Enrollment – Method of Payment

Review the text in the shaded yellow section. From the Method dropdown select **Credit Card via Pay Path** and click **Continue** to proceed with the process to the payment schedule. However, there are two other buttons to select.

Note: *Electronic Check – Payments can be made from personal savings or checking accounts. You would need to set up your banking information before enrolling in a payment plan. Please see instructions, [How to Set-up Electronic Check Payments]*.

1. **Back** – You will return to the Payment Plan Enrollment screen.
2. **Cancel** – A popup will appear stating, "This will delete the payment plan information and cancel the plan enrollment process. Are you sure you want to continue?" Click Cancel or OK.

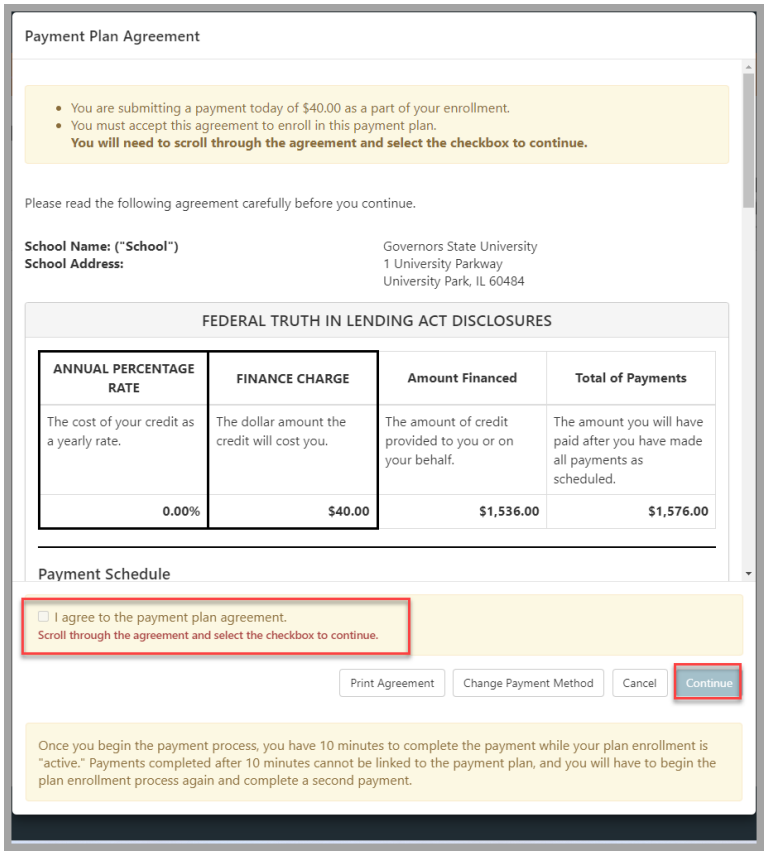


Step 13: Payment Plan Agreement

The Payment Plan Agreement will appear. You will need to review the information by scrolling down and checking the box before **I agree to the payment plan agreement**. Click the **Continue** button to proceed with the process.

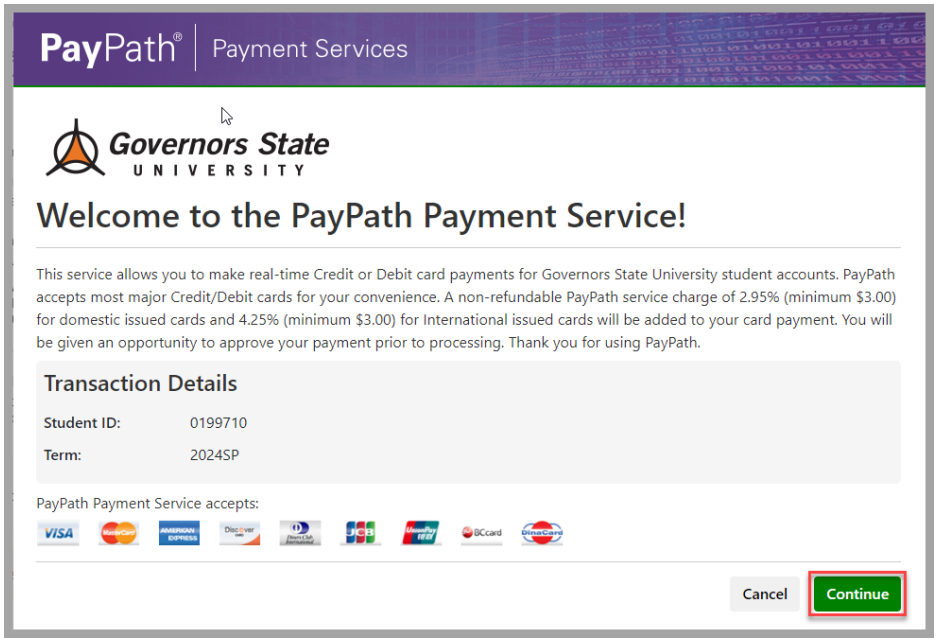
There are other buttons:

- Print Agreement - To obtain a copy of the Payment Plan Agreement for your records.
- Back – It will return you to the previous page.
- Cancel - If you prefer not to proceed with the Payment Plan, click the Cancel button to cancel the process.



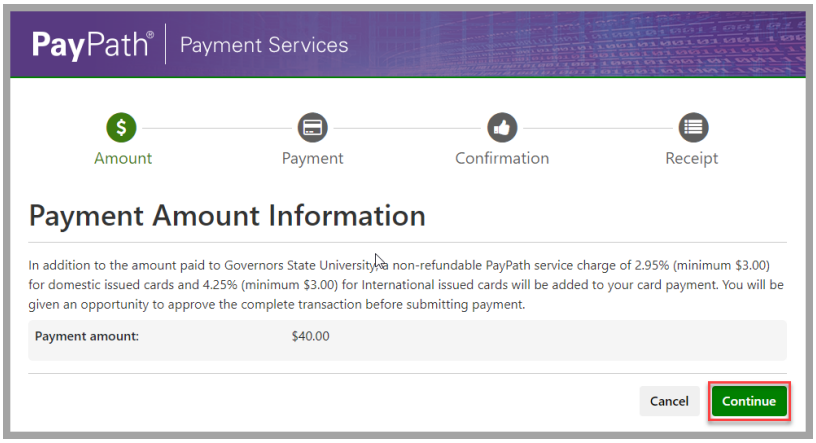
Step 14: PayPath - Welcome to PayPath Payment Service

Read the information on the Welcome screen. Click the **Continue** button when ready to proceed.



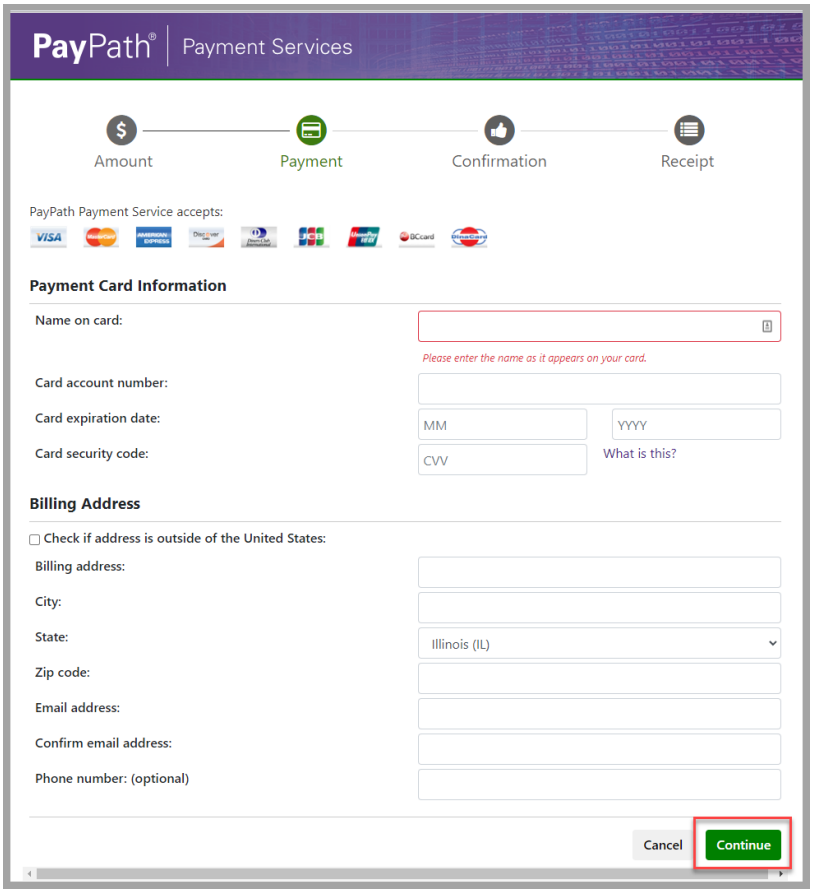
Step 15: PayPath - Payment Amount Information

Read the information about service charges and click the **Continue** button.



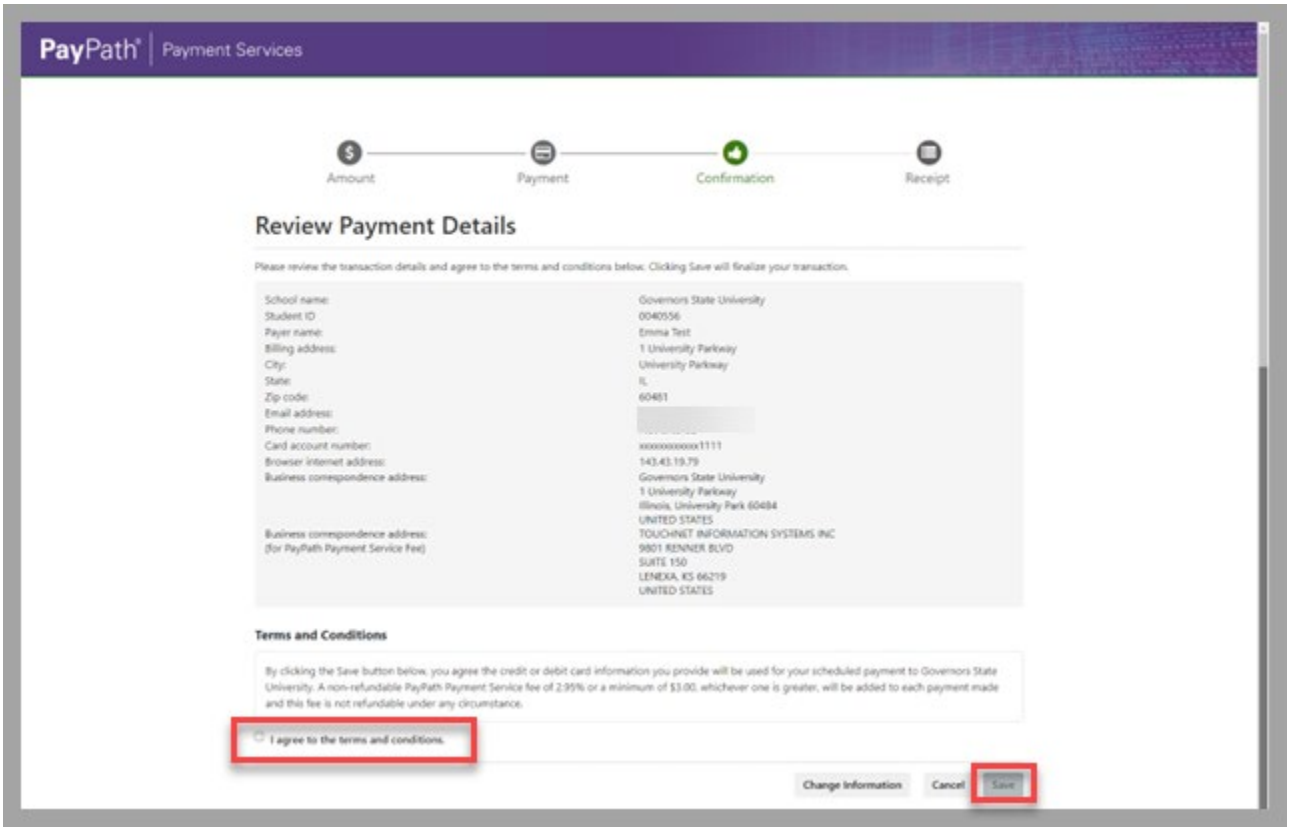
Step 16: PayPath – Payment Card Information

Enter the Credit Card number and other information, including the billing address. Click **Continue** to proceed with the Payment Plan process.



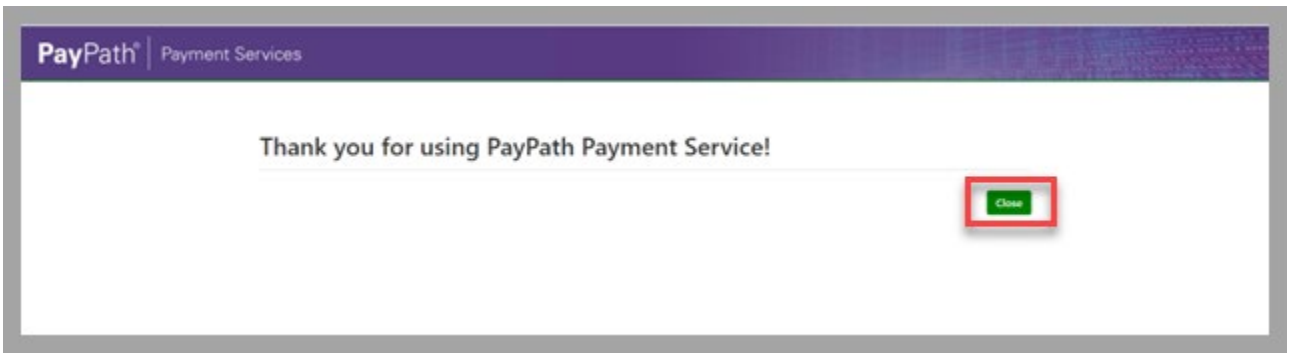
Step 17: PayPath – Review Payment Details

A new screen appears that contains the payment details. Check the box before the statement I agree to the terms and conditions. Click **Save** when done.



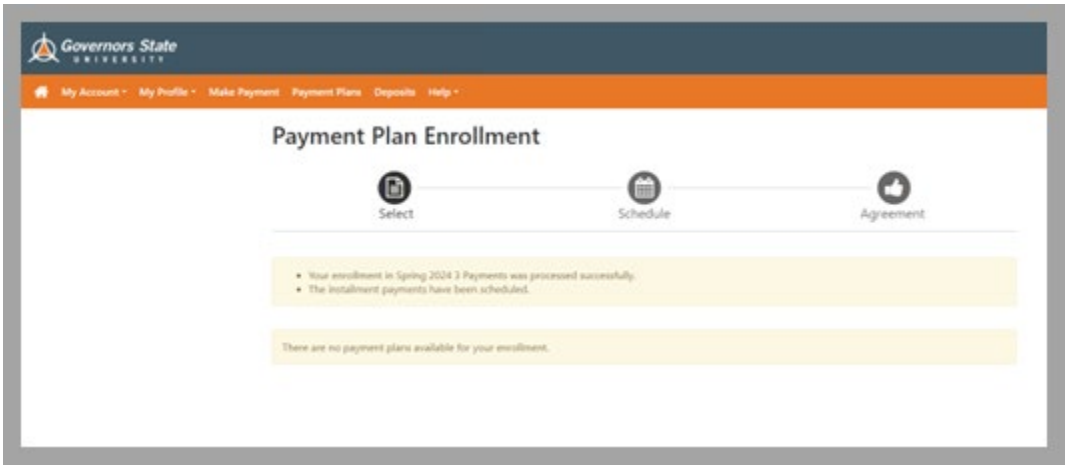
Step 18: PayPath – Thank You

You will see a short message stating Thank you for using PayPath Payment Service. Click the **Close** button when done.



Step 19: Return to Payment Plan Enrollment

After closing the window from PayPath, you will return to the Payment Plan Enrollment window.



Step 20: Log Out

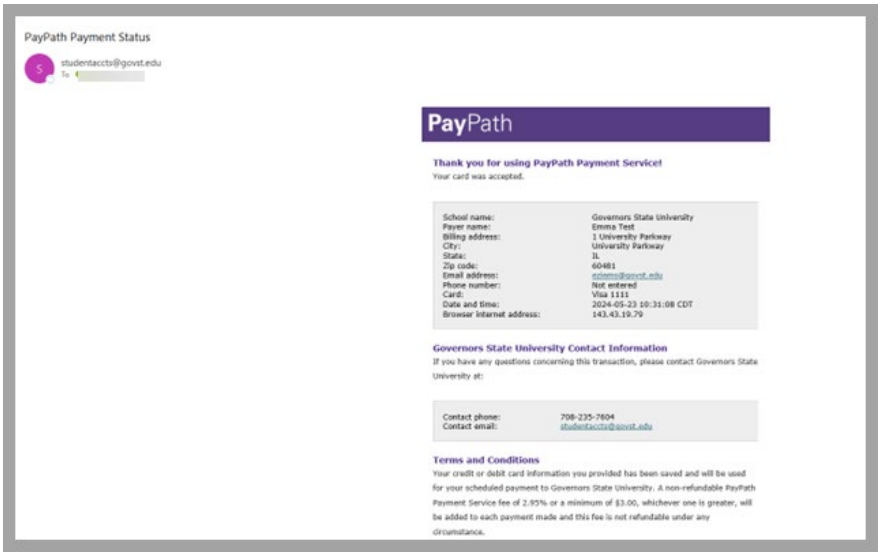
Your transaction is complete. Please log out by clicking **Log Out,** which is found in the upper right corner.

Step 21: Log Out (continued)

To log out of all applications and return to Self-Service, click on the words **click here**.

Step 22: Confirmation Email Message

Log into your GovState student email account to review your confirmation email.



If you have any questions, please contact Student Accounts at 708-235-7604.