



TOUCHNET MAKE PAYMENTS

Make Payments using SC STATE UNIVERSITY'S TouchNet Payment System

1. Go to www.scsu.edu, click “Current Students,” click “SCSU Apps”.
2. Enter your “Username” and “Password,” click “Login”.
3. After logging in, click “TouchNet”.
4. From the home page in the TouchNet Student Account Suite, click “Make Payment” from the Menu.
5. From the Account Payment Screen, in the Payment Date section, enter the Payment Date.
6. In the Pay by term section, select the “Term (i.e. Summer 2019 or Fall 2019)” for which you are making the payment.
7. Enter the payment amount in the box next to your balance for the term. The amount you enter will show as the Payment Total.
8. **Optional:** Enter a message in the Memo Box.
9. Click “Continue”.
10. In the “Method” section, select Credit or Debit Card from Drop Down Menu and click “Continue”.
11. In the Card Number section, enter the Credit or Debit Card Number and click “Continue”.
12. Enter the “Name on Card, Card Expiration Date, Card Verification Value”, choose your “Option to Save” the Payment Card Information and click “Continue”. *If you check the checkbox to save the payment method, your payment method will be saved and may be used again for future payments. If you choose not to save it, the account information will need to be re-entered each time you make a payment.
13. Review the Transaction Details. To make changes, click “Back” or click “Cancel” to terminate the process. To change the Payment Amount, in the Payment Information section, click Change Amount. To change the Payment Method, in the Selected Payment Method section, click Change Payment Method.
14. If all of the transaction details are correct and you are ready to complete your payment, click “Submit Payment” to make payment.



You will receive a confirmation Email at your SCSU Email Address. If you would like a printed copy of your confirmation, Click "**Print**".
15. Logout of your account by clicking "**Logout**" in the top right corner.

*****FOR ASSISTANCE*****

For Assistance with Making Payments or with your Student Account: Contact:
Accounts Receivable
(803) 536-8550

For Assistance with your username and/or password,
Contact the Help Desk at 803.536.8111 or send an Email: helpme@scsu.edu
