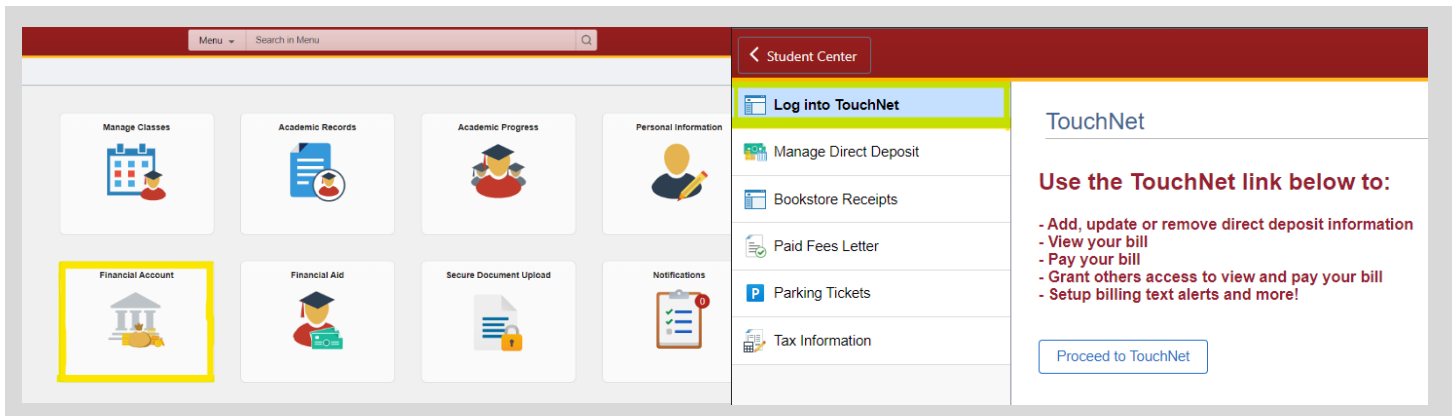
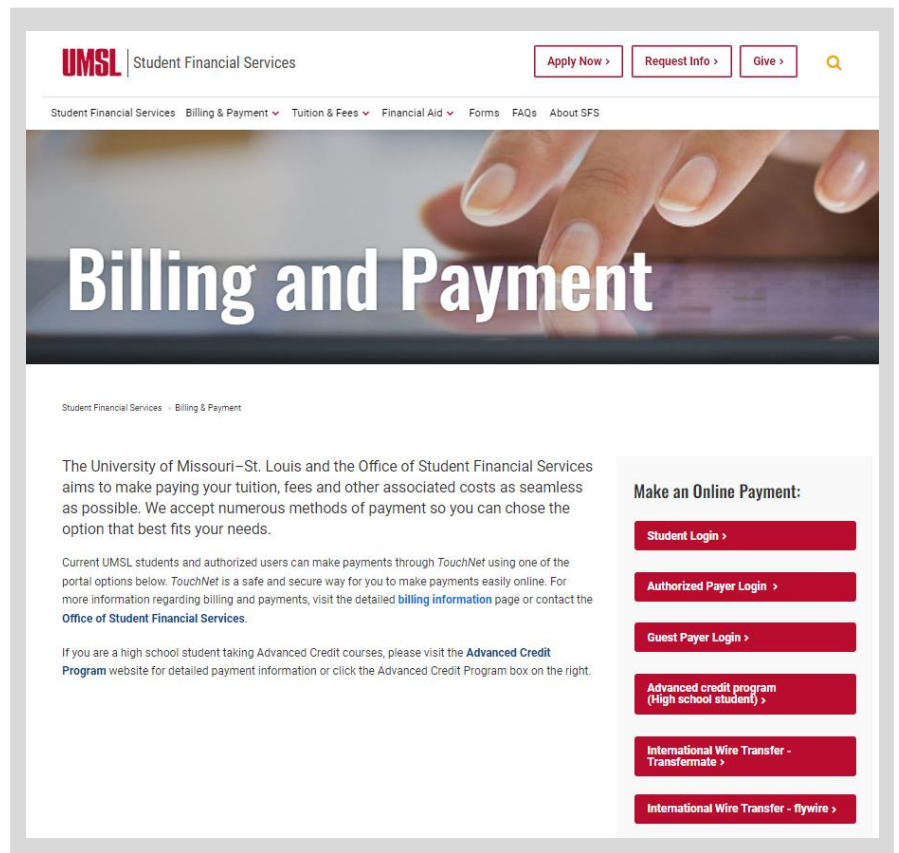


Accessing TouchNet

You may access TouchNet through your MyView account by selecting the “Financial Account” tab and then selecting “Log into TouchNet” from the menu on the left.



TouchNet may also be accessed by visiting the UMSL Student Financial Services webpage at: <https://www.umsl.edu/sfs/billing-payment/index.html> and choosing a payment option on the right.



Making a Payment

On the TouchNet homepage, you may select “Make Payment” on the menu bar located at the top of the page.

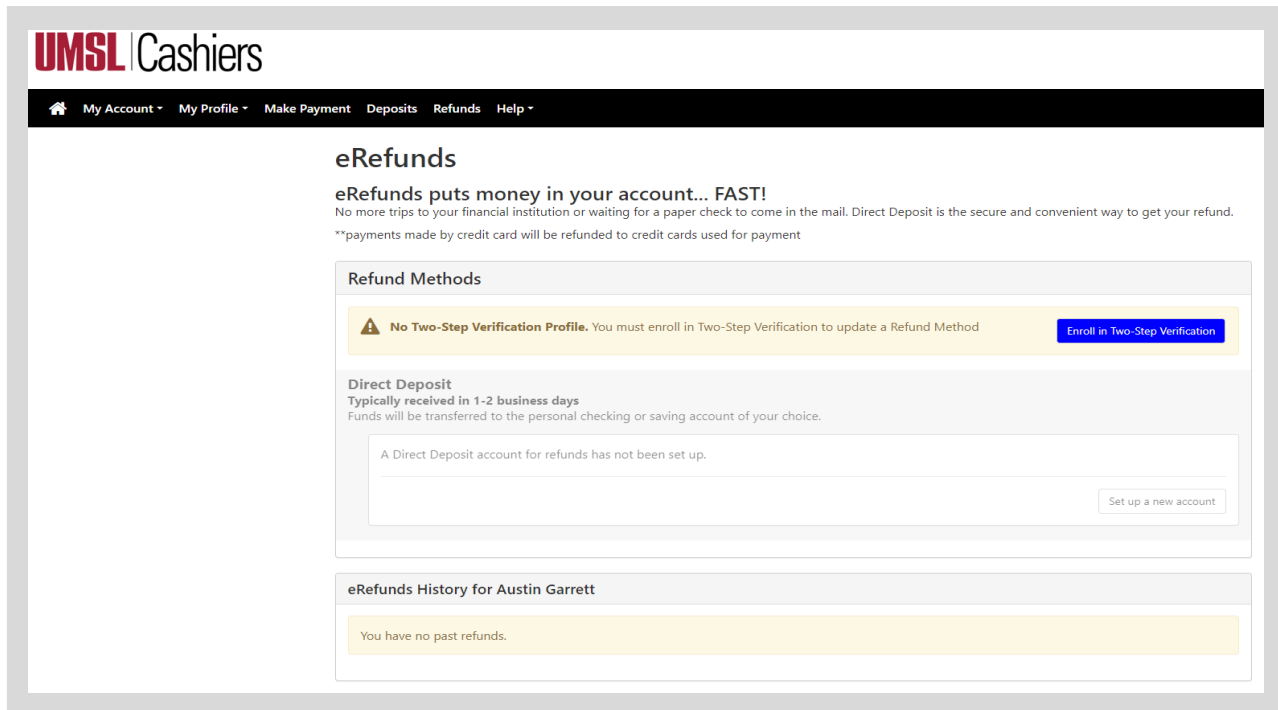
The screenshot shows the UMSL Cashiers Account Payment interface. At the top, the UMSL Cashiers logo is displayed. Below the logo is a navigation bar with the following items: My Account, My Profile, Make Payment, Deposits, Refunds, and Help. The main heading is "Account Payment". Below the heading is a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The Amount step is currently active. Below the progress bar is a "Payment Date" field with a calendar icon and the date 6/7/23. Below the date field is a "Current Account Balance" section with the text "Enter payment amount and click 'Add' to include in the payment total." Below this text is a "Student Account | \$0.00" label and a payment amount input field showing "0.00" with an "Add" button. Below the payment amount field is a "Personal Note" section with the text "Enter a brief payment note" and a text input field. At the bottom right of the page is a "Payment Total" label and a value of "\$0.00".

Here, you may choose the amount and method for payment. Please note:

- Credit card payments include a non-refundable service fee.
- Payments will be applied toward the oldest balance on the account.
- If you wish to pay a different amount than what is displayed, either option (statement or minimum) may be selected and a typable box will appear to enter the desired amount.

Setting up Direct Deposit

In order to receive refunds in the form of a direct deposit, a refund method must be created through TouchNet. On the homepage, select “Refunds” on the top menu bar.



UMSL Cashiers

My Account My Profile Make Payment Deposits Refunds Help

eRefunds

eRefunds puts money in your account... FAST!
No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to get your refund.
**payments made by credit card will be refunded to credit cards used for payment

Refund Methods

No Two-Step Verification Profile. You must enroll in Two-Step Verification to update a Refund Method [Enroll in Two-Step Verification](#)

Direct Deposit

Typically received in 1-2 business days
Funds will be transferred to the personal checking or saving account of your choice.

A Direct Deposit account for refunds has not been set up. [Set up a new account](#)

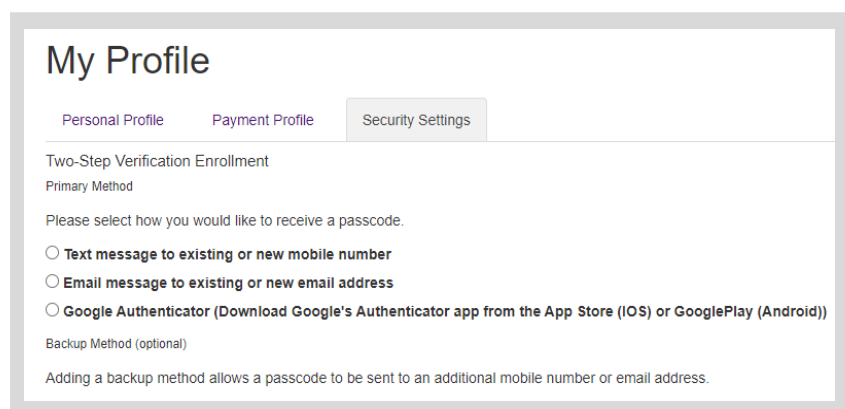
eRefunds History for Austin Garrett

You have no past refunds.

Before a direct deposit account may be created, you must first enroll in two-step verification. You can begin this process by clicking the blue link displayed above and choosing one of the verification options.

Once you have successfully enrolled in two-step verification, you may select “Set up a New Account” on the “Refunds” page. This will require your banks routing number and your account number.

Please note that a direct deposit account must be marked as a “Refund Account” in order to receive refunds.



My Profile

Personal Profile Payment Profile **Security Settings**

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

- Text message to existing or new mobile number
- Email message to existing or new email address
- Google Authenticator (Download Google's Authenticator app from the App Store (iOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

Adding an Authorized User

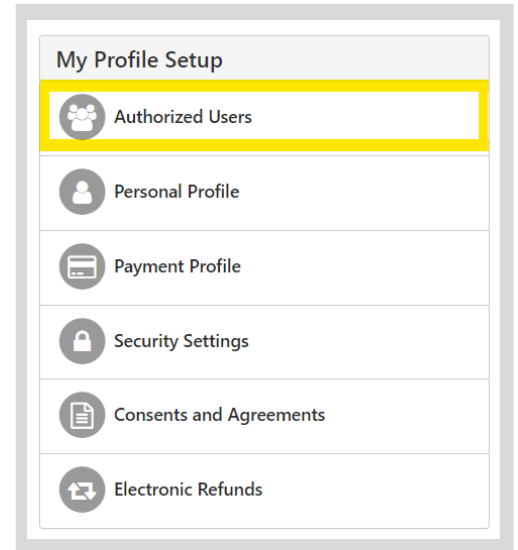
TouchNet Additional Authorized User

On the TouchNet homepage, select “Authorized Users” from the menu on the right.

On the following page, under the “Add Authorized User” tab shown below, you will see a box to enter the desired email address, as well as options for areas of TouchNet they would be given access.

Here you may also choose to remove any authorized users.

Once the information is entered and the terms have been agreed to, an email will be sent to the one provided with instructions on setting up an account.



Authorized Users Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

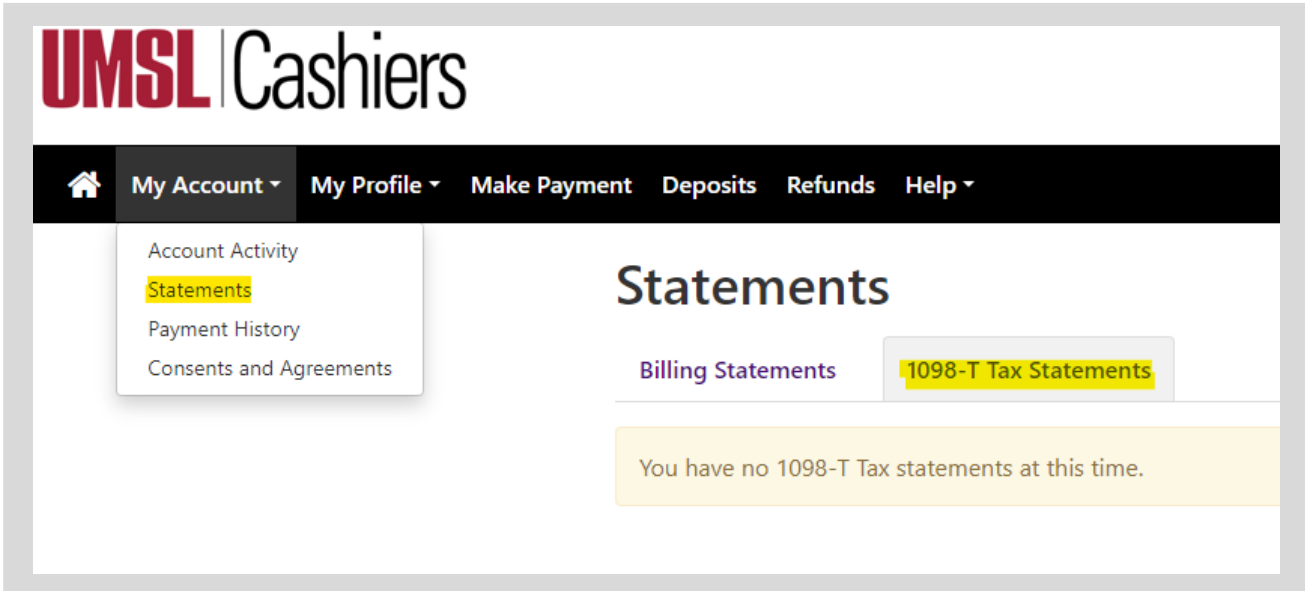
Would you like to allow this person to view your billing statement and account activity? Yes No

Would you like to allow this person to view your 1098-T tax statement? Yes No

Would you like to allow this person to view your payment history and account activity? Yes No

1098-T Statements

The 1098-T Tax Statements may be directly accessed and downloaded through TouchNet.



On the homepage, select “My Account” then “Statements” from the dropdown menu.

A list of for any 1098-T statements will be displayed under the highlighted tab for the appropriate years.