

## Viewing Your eBill and Making Payments Online

To access the system: [https://secure.touchnet.net/C26626\\_tsa/web/login.jsp](https://secure.touchnet.net/C26626_tsa/web/login.jsp)

Enter your Username and password. Your username is your student ID number and your password will be the same PIN used to access BANNERWEB

**Students and Staff**

\*Indicates required information

\*SGSC ID:

\*PIN:

Login

**Authorized Users**

Login for parents or others who have been granted access.

\*E-mail:

\*Password:

Login

Forgot your password?  
Have a temporary password e-mailed to you.

**Welcome**

Welcome to South Georgia State College Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and staff may log in using their SGSC ID and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to [hannah.jones@sgsc.edu](mailto:hannah.jones@sgsc.edu).

**Student Account Suite Features**

**Student Account Center**

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

**E-Billing**

- View and print your billing statement.

**Refunds**

- Enter your bank account information so that refunds can be deposited into your account electronically.

## Viewing Your eStatements

The TouchNet EBILL System contains a copy of the bills that will be sent to you on a monthly basis.

Under the "eStatements" tab, review your current and previous bills. The summary at the top reflects your most current billing statement. Use the drop down box to select previous statements. Please note the summary information under "Most Recent Billing Statement" will not change.

**South Georgia State College**

My Account Payments **eStatements** eRefunds

**eStatements**

Please make sure that your browser's pop up blocker is disabled for this website, and then click the "Select" button.

Select the statement to view: 09/29/2016

**Most Recent Billing Statement**

Current balance includes activity since your last statement, including recent payments and new charges.

| Account Description                                 | Statement Date | Statement Amount | Current Balance | Action                                     |
|---|----------------|------------------|-----------------|--|
| Student Account Statement -- Payment Due On 9/30/16 | 9/29/16        | \$0.05           | \$0.00          | <a href="#">View</a>   <a href="#">Pay</a> |

**Account Activity Since Last Statement**

There is no activity available

# Making a Payment

Under the "PAYMENTS" tab select the "Make a Payment" button.

South Georgia State College

My Account | **Payments** | eStatements | eRefunds

Account Payment | Payment History

### Account Payment

**Current Account Status**

Student Account  
Balance: \$0.00

[Make a Payment](#) | [View Account Activity](#)

**Pending Payments**

No payments have been set up.

Follow the instructions on screen to first determine the payment amount and payment date. Once you have determined the amount to pay continue to the next page.

South Georgia State College

My Account | **Payments** | eStatements | eRefunds

Account Payment | Payment History

### Account Payment

| Amount   | Payment Method | Confirmation | Payment Receipt         |
|--|----------------|--------------|-------------------------|
| <input type="radio"/> Current account balance: |                | \$0.00       | \$ <input type="text"/> |
| <input type="radio"/> Amount due:              |                | \$0.00       | \$ <input type="text"/> |

Payment date:

Memo:

[Continue](#)

Next, select your payment method. If you wish to pay by credit/debit card, a 2.75% convenience fee with a \$3.00 minimum will be charged for using this payment method. There will be no convenience fee charged for Electronic Check payments.

The screenshot shows the South Georgia State College payment portal. At the top, there is a navigation bar with 'My Account', 'Payments', 'eStatements', and 'eRefunds'. Below this, there are tabs for 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and has a sub-header 'Select Payment Method'. A blue arrow points from the text above to the 'Payment Method' dropdown menu. The dropdown menu is open, showing options: 'Select Payment Method', 'Electronic Check (checking/savings)', and 'Credit Card via PayPath \*'. Below the dropdown, there are 'Select', 'Back', and 'Cancel' buttons. The 'Payment amount' is \$5.00. A note states: '\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.' Below this, there is a section for 'Electronic Check' with a description: 'Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.'

Continue by entering the account information for your desired payment method.

The screenshot shows the South Georgia State College payment portal. At the top, there is a navigation bar with 'My Account', 'Payments', 'eStatements', and 'eRefunds'. Below this, there are tabs for 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and has a sub-header 'Select Payment Method'. The 'Payment amount' is \$5.00 and the 'Payment Method' is 'Electronic Check (checking/sav)'. There are 'Select', 'Back', and 'Cancel' buttons. A note states: '\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.' Below this, there is a section for 'Electronic Check' with a description: 'Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.' To the right of the 'Payment Method' section, there is a section for 'Account Information' with a note: '\*Indicates required fields'. Below this, there is a yellow box with text: 'Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.' Below the yellow box, there are input fields for '\*Account type:', '\*Routing number:', '\*Bank Account number:', and '\*Name on account:'.

Agree to the Payment Authorization form. Once you click and agree you will receive a confirmation form on screen and also receive an email notification.