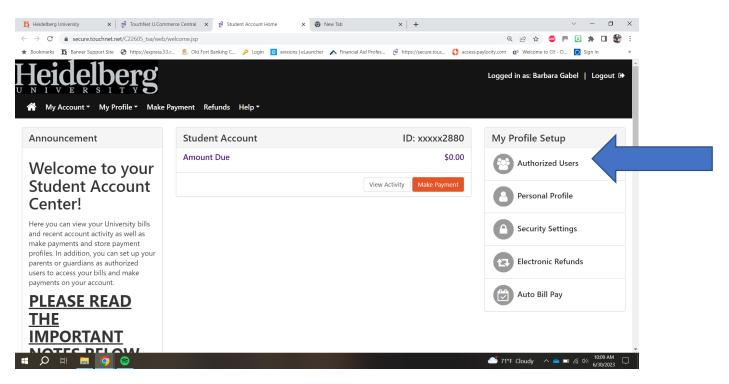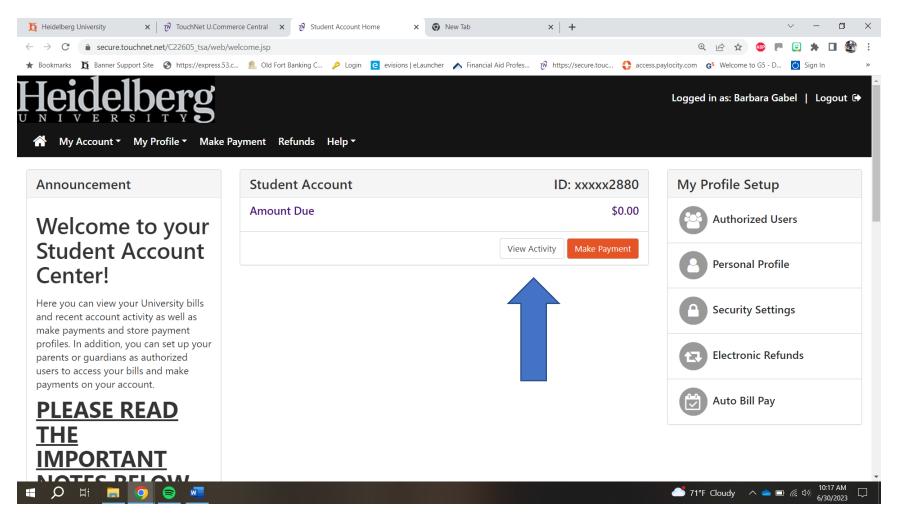# How to Authorize a Parent/Guardia on your OASIS/TouchNet Portal
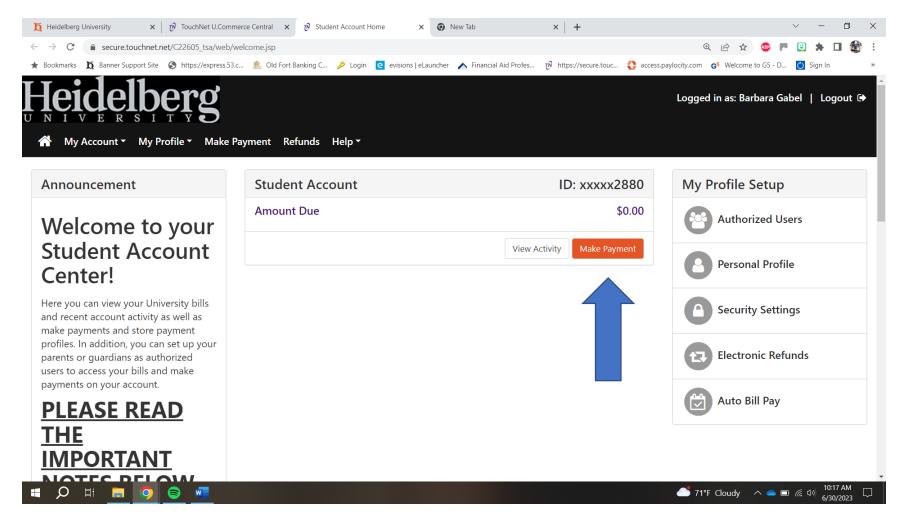

The blue arrow is where you will authorize parents or guardians to be able to make payments to our bill and to receive the bill and view it. This would be important when the first billing statement comes out in July. All you must do is add the email address(s) and keep the radio buttons to Yes. Then, the people you authorized will receive an email indicating that you authorized them and they will be set up.
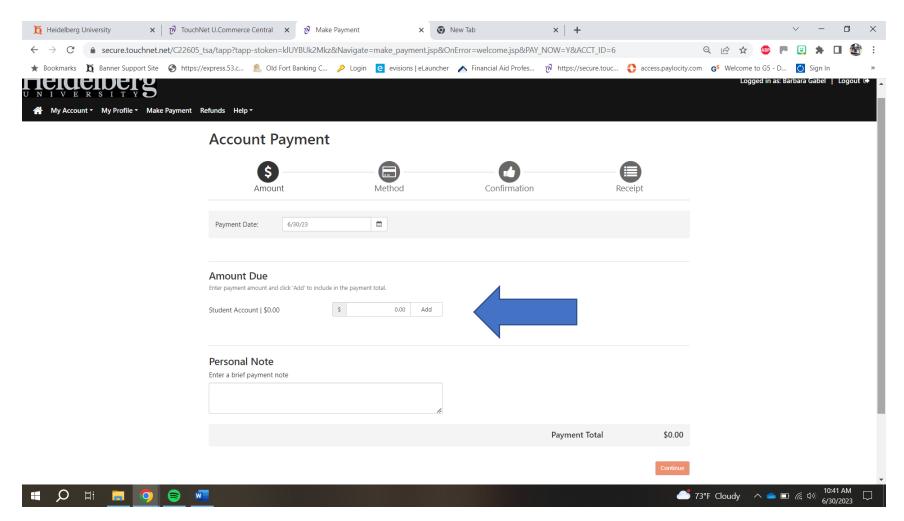
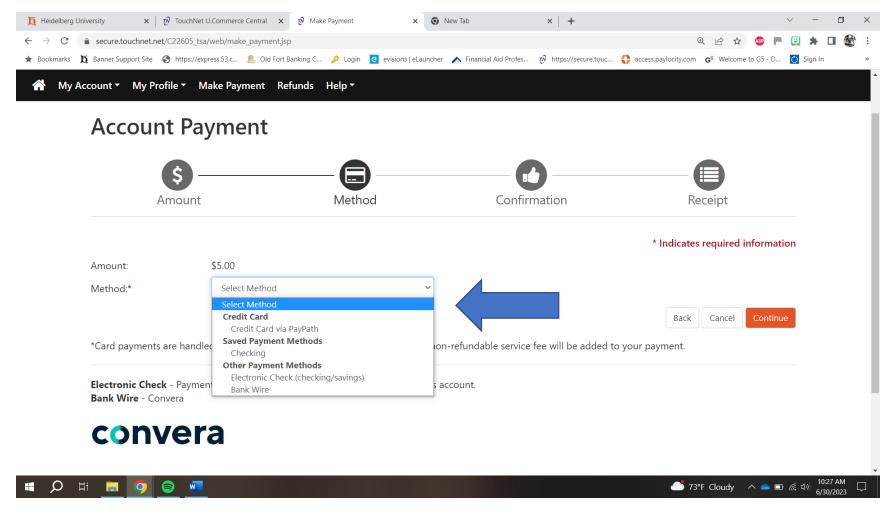# How to make a payment online on your OASIS/TouchNet Portal

With this blue arrow, you will be able to view your current charges and financial aid that has been applied. Remember, loans and federal funds will not be disbursed until August as that is when the federal government will disburse it to Heidelberg. Just make sure you have applied for your loans and completed your financial aid paperwork.
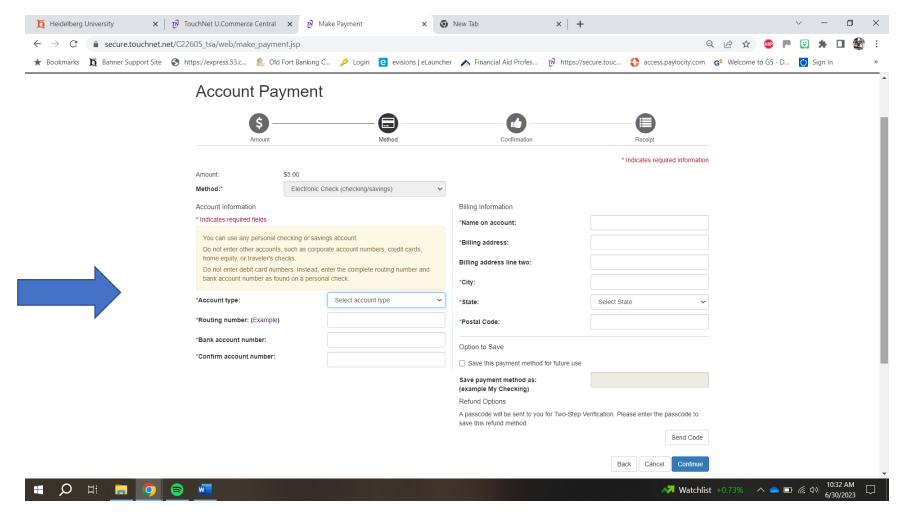
When you click on the Make Payment button you will be able to make a payment online.

Put in the dollar amount you want to pay and click add. Scroll down and you will then click the orange continue button.

You will select your payment method. Since this is the first time you have made a payment in this portal you will have the option of Credit Card via PayPath (there is a 2.95% fee) or Electronic Check (checking/savings). You will be able to set up your payment method so you do not have to enter it every time you wish to make a payment. Then, click the orange continue button.

You will enter your banking information on this screen. This is where you can save your payment method. You can call it anything you wish. You also have to opportunity to set this same bank account to receive refunds. You will have to set up your security settings to be able to do this. If you do use this a refund account as well, when setting up your security settings, if you have Verizon, it will not send a code. Verizon has a

firewall that will not push the code. You can use your email to set up your authentication. Once you have this established you will be able to make your payment.

If you have any questions, feel free to email billing@heidelberg.edu and I can assist you as much as I can.   Thanks! Barb