

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

The screenshot shows a web browser window with the Heidelberg University TouchNet portal. The browser's address bar displays the URL `secure.touchnet.net/C22605_tsa/web/welcome.jsp`. The page header includes the Heidelberg University logo and a navigation bar with links: [My Account](#), [My Profile](#), [Make Payment](#), [Refunds](#), and [Help](#). The user is logged in as Barbara Gabel, with a [Logout](#) link. The main content area is divided into three sections:   
1. **Announcement**: A welcome message to the Student Account Center, followed by a paragraph explaining the portal's features and a bolded instruction: **PLEASE READ THE IMPORTANT NOTES BELOW**.   
2. **Student Account**: A box showing the account ID as `xxxxx2880` and the **Amount Due** as `$0.00`. It includes [View Activity](#) and [Make Payment](#) buttons.   
3. **My Profile Setup**: A vertical menu with five options: [Authorized Users](#), [Personal Profile](#), [Security Settings](#), [Electronic Refunds](#), and [Auto Bill Pay](#). A large blue arrow points directly to the [Authorized Users](#) option.   
The bottom of the browser window shows a Windows taskbar with various icons and a system tray indicating a temperature of 71°F, cloudy weather, and the time 10:09 AM on 6/30/2023.

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

The screenshot shows a web browser window with multiple tabs. The active tab is 'TouchNet U.Commerce Central'. The address bar shows the URL 'secure.touchnet.net/C22605\_tsa/web/welcome.jsp'. The page header includes the Heidelberg University logo and a navigation bar with links: 'My Account', 'My Profile', 'Make Payment', 'Refunds', and 'Help'. The main content area is divided into three sections:

- Announcement:** A welcome message to the Student Account Center, followed by a 'PLEASE READ THE IMPORTANT NOTES BELOW' section.
- Student Account:** A table showing account details. The 'Amount Due' is \$0.00. Below the table, there are two buttons: 'View Activity' and 'Make Payment'. A large blue arrow points directly to the 'Make Payment' button.
- My Profile Setup:** A sidebar menu with options: 'Authorized Users', 'Personal Profile', 'Security Settings', 'Electronic Refunds', and 'Auto Bill Pay'.

The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the date and time as 10:17 AM on 6/30/2023.

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.

Heidelberg University | TouchNet U.Commerce Central | Student Account Home | New Tab

secure.touchnet.net/C22605\_tsa/web/welcome.jsp

Bookmarks | Banner Support Site | https://express.53.c... | Old Fort Banking C... | Login | evisions | eLauncher | Financial Aid Profes... | https://secure.touc... | access.paylocity.com | Welcome to G5 - D... | Sign In

# Heidelberg UNIVERSITY

Logged in as: Barbara Gabel | Logout

My Account | My Profile | Make Payment | Refunds | Help

### Announcement

## Welcome to your Student Account Center!

Here you can view your University bills and recent account activity as well as make payments and store payment profiles. In addition, you can set up your parents or guardians as authorized users to access your bills and make payments on your account.

**PLEASE READ THE IMPORTANT NOTES BELOW**

### Student Account


ID: xxxxx2880

Amount Due	\$0.00
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View Activity | **Make Payment**

### My Profile Setup

- Authorized Users
- Personal Profile
- Security Settings
- Electronic Refunds
- Auto Bill Pay



When you click on the Make Payment button you will be able to make a payment online.

Heidelberg University | TouchNet U.Commerce Central | Make Payment | New Tab

secure.touchnet.net/C22605\_tsa/tapp?tapp-stoken=klUYBUk2Mkz&Navigate=make\_payment.jsp&OnError=welcome.jsp&PAY\_NOW=Y&ACCT\_ID=6

Bookmarks | Banner Support Site | https://express.53.c... | Old Fort Banking C... | Login | evisions | eLauncher | Financial Aid Profes... | https://secure.touc... | access.paylocity.com | Welcome to G5 - D... | Sign In | Logout

Logged in as: Barbara Gabel

## Account Payment

Amount | Method | Confirmation | Receipt

Payment Date: 6/30/23

### Amount Due

Enter payment amount and click 'Add' to include in the payment total.


Student Account | \$0.00 | \$ 0.00 | Add

### Personal Note

Enter a brief payment note

Payment Total \$0.00

Continue



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

Heidelberg University | TouchNet U.Commerce Central | Make Payment | New Tab

secure.touchnet.net/C22605\_tsa/web/make\_payment.jsp

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My Account | My Profile | Make Payment | Refunds | Help

## Account Payment

Amount | Method | Confirmation | Receipt

Amount: \$5.00

Method:\*

\* Indicates required information

\*Card payments are handled by Convera. A non-refundable service fee will be added to your payment.

Back | Cancel | Continue

Select Method

- Select Method
- Credit Card
  - Credit Card via PayPath
- Saved Payment Methods
  - Checking
- Other Payment Methods
  - Electronic Check (checking/savings)
  - Bank Wire

Electronic Check - Payment  
Bank Wire - Convera

convera

Windows | 73°F Cloudy | 10:27 AM 6/30/2023

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.

Heidelberg University | TouchNet U.Commerce Central | Make Payment | New Tab

secure.touchnet.net/C22605\_tsa/web/make\_payment.jsp

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## Account Payment

Amount — Method — Confirmation — Receipt

\* Indicates required information

Amount: \$5.00

Method: Electronic Check (checking/savings)

Account Information

\* Indicates required fields

You can use any personal checking or savings account.  
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.  
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Account type: Select account type

\*Routing number: (Example)

\*Bank account number:

\*Confirm account number:

Billing Information

\*Name on account:

\*Billing address:

Billing address line two:

\*City:

\*State: Select State

\*Postal Code:

Option to Save

☐ Save this payment method for future use

Save payment method as: (example My Checking)

Refund Options

A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.

Send Code

Back Cancel Continue

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](mailto:billing@heidelberg.edu) and I can assist you as much as I can. Thanks! Barb