



How do I make a payment in TouchNet?

AUTHORIZED USERS WILL LOG INTO THIS WEBSITE: https://secure.touchnet.com/C21261_tsa/web/login.jsp

- Using your Purdue career account user name and BoilerKey, login to **myPurdue** at <https://mypurdue.purdue.edu>.

PURDUE
UNIVERSITY™

Log in using your Purdue Career Account

Login:

Password:

Login

To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.

- Click on the **Bills & Payments** tab and then **Make a Payment** link.

The screenshot shows the myPurdue interface. On the left is a dark sidebar with navigation links: Action Required, Academics, Registration, **Bills & Payments** (circled in red), Financial Aid, and Life @ Purdue. The main content area is titled "Bills & Payments" and "myPurdue / Bills & Payments". Below this is a "Student Account" section with a list of links. The link "Make a Payment (CAS)" is circled in red. Other links include View My Bills (CAS), View My e-Statement (CAS), Setup Authorized Users (CAS), Setup e-Refund Account (CAS), Setup Payment Plan (CAS), View My Balance, Make a Payment, View my e-Statement, Setup Authorized Users, Setup e-Refund Account, Setup Payment Plan, Account Summary, Account Detail, Title IV Authorization, 1098-T Printable PDF, 1098-T Statement Detail, International Payment Service, Order Account Statement, and Affirmance of Financial Responsibility.

- The TouchNet payment portal will open.
- The current account balance will show as the amount due.
If you would like to pay a different amount, click in this box, and change the amount you want to pay (even if your balance due is \$0).

PURDUE UNIVERSITY
 My Account **Make Payment** Payment Plans Deposits Refunds Help

Account Payment

Amount Payment Confirmation Receipt

Current account balance \$0.00

Payment Total: 200.00

Payment Date: 1/29/18 Memo:

[Continue](#)

OR

If you want to make a payment by line item:

- Select “Pay by line item:” and check the box of the charge you’d like to pay, then click “Continue”

PURDUE UNIVERSITY
 My Account Make Payment Payment Plans Deposits Refunds Help

Account Payment

Amount Payment Confirmation Receipt

Current account balance \$5,251.52
 Charges not included in the plan: \$574.72
 Pay by line item:

Paid items may appear in this list until the system has completed its payment record update.

Search:

Description	Date	Term	Amount (\$)	Payment (\$)
<input checked="" type="checkbox"/> GC costume fee 2 of 2	1/5/18	Spring 2018	\$574.72	574.72

Showing 1 to 1 of 1 entries

Payment Total: \$574.72

Payment Date: 1/29/18 Memo:

[Continue](#)

- Click **Continue** - The system will then walk you through **Payment Method**, **Confirmation**, and **Payment Receipt**

Log Out of TouchNet

- When you are finished conducting business in TouchNet, click on the **Log Out** link in the upper right hand corner of the screen.

