

# Illinois Institute of Technology/TouchNet Pay Path User Guide

Access the online system through the myIIT portal. Log in to the portal, and click the “Manage my Student Account” link in the “Manage Account” box on the Finances tab.

The screenshot shows the myIIT portal interface. At the top, there are navigation tabs: Welcome, Academics, Student Life, **Finances**, Work, Banner Finance, Library, Research, My Stuff, and Training and Support. The date is December 2, 2010. Below the tabs, there are three main content areas:

- Financial Aid - Main Campus:** Contains contact information for the Main Campus (3300 S. Federal Street, Chicago, IL) and office hours (Monday-Friday 8:30 am - 5 pm). It also includes an "Announcements and Reminders" section with links for "New Parent Plus Loan Process", "Bursar's Office offers electronic refunds", and "Outside scholarships".
- Financial Aid Awards:** Contains a "Financial Aid Awards" section and a "Financial Aid Requirements" section with links for "Message", "Holds", "Financial Aid Status", and "Eligibility Requirements Progress".
- Financial Aid - Downtown Campus:** Contains contact information for the Downtown Campus (565 West Adams Street, Suite 230, Chicago, IL) and office hours (Monday-Thursday 8:30 am-5 pm, Friday 8:30 am- 4:30 pm). It also includes an "Announcements and Reminders" section and a "Quick Links" section with links for "Free Application for Federal Student Aid (FAFSA)" and "National Student Loan Database".

In the "Financial Aid Awards" section, there is a "Manage Account" box with the text: "Click here to access bills and statements, make a payment, enroll in a payment plan, set up direct deposit and more". A red arrow points to the "Manage My Student Account" link within this box.

Click the Manage My Account button. This will open the secure online system in a new window.

The screenshot shows the myIIT portal interface. At the top, there is a navigation bar with tabs: Personal Information, Student, Financial Aid, Employee, and Finance. Below the tabs, there is a search bar and a "Go" button. The text "Press Manage My Account to: View account, Enroll in payment plan, Make a payment, and Elect automatic refund deposits." is displayed. Below this text, there is a "Manage My Account" button. A red arrow points to the "Manage My Account" button. At the bottom of the page, there is a "RELEASE: 7.5" label and a "IIT.edu home" link.

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## Making a Payment

Payments can be made from the Quick View menu by clicking on **Make a Payment** or from the **Payment Menu** by clicking the pay button.

Select payment method from drop down box and press the “Go” button.

## Payment Methods

Payments can be made by credit card or checking account. A 2.75% convenience fee applies to all credit card transaction. There is no fee for payments made with a checking account. After method selection, complete all required fields and then click **Continue**.

*Please note: You will not be charged until you have reached the payment confirmation screen and submitted your payment. If you are paying with a checking account, you will have the opportunity to select the amount you wish to pay during step 2.*

Account Name	Statement Date	Statement Amount	Current Balance*
Student Account	No statement has been issued for this account.		\$7,507.19

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

Step 1: Select a Payment Method    Step 2: Payment Options    Step 3: Payment Confirmation

**Bank Account Information**  
(Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.)

Account Type: -- Account Type --  
ABA Routing Number:  [View Illustration](#)  
Account Number:   
Confirm Account Number:   
Accountholder Billing Information  
Name on Account:   
International Address?   
Billing Address:   
City:   
State/Province: Select a State/Province  
Zip Code:

**Checking Account –  
No Fee for  
Processing**

1. Amount    2. Card Information    3. Submit    4. Receipt

**Payment Card Information**  
PayPath Payment Service accepts MasterCard, American Express, and Discover.

\*Indicates required fields

\*Name on card:   
\*Card type: MasterCard  
\*Card account number:   
\*Card expiration date: 10 2010  
\*Card security code:  [What is this?](#)

**Billing Address**  
Check if address is outside of the United States:

\*Billing address:   
\*City:   
\*State: Illinois (IL)  
\*Zip code:   
\*Email address:   
\*Confirm email address:   
Phone number:

You will have the opportunity to review this transaction before being submitted.

**Credit Card – 2.75%  
Convenience Fee**