

HOW A STUDENT/PARENT SETS UP ON A PAYMENT PLAN THROUGH WEBADVISOR

1. Sign into WebAdvisor
2. Select 'Make a Payment –TouchNet' under Financial Information in the left column.

Financial Information

[Make a Payment - TouchNet](#)
[FDU Web AR bill](#)

3. The first time you click 'Make a Payment –TouchNet' you will then need to 'Agree' to authorizing electronic payments. (ONE TIME ONLY)

Electronic Authorization

By enrolling in class at Fairleigh Dickinson University, a student makes a financial commitment to pay the tuition and fees associated with enrollment by the statement payment deadlines. By registering either via the web or by enrolling in person through Admissions and Records, a student acknowledges ultimately that the financial responsibility belongs to the student. Fairleigh Dickinson University will process all of your related financial transactions through your account. The terms of this agreement applies to all charges, fees, tuition and mandatory fees. I authorized Fairleigh Dickinson University to charge the credit card or bank account (ACH) indicated by me. I certify that I am authorized user of this credit card and/or bank account (ACH) and that I will not dispute the payment with my credit card company or bank account so long as the transaction is valid. I acknowledge that I will be charged a \$30.00 fee for each transaction attempted returned NSF (Non Sufficient Funds).

[I Agree](#) [Print](#) [Cancel](#)

4. If you've already Agreed to the electronic authorization you will be on the 'TouchNet Sign On' page.

[CLICK HERE TO CONTINUE](#)

5. To give your parent/guardian access to set up your payment plan please click on the 'Authorized Users' tab and then click on Add Authorized User. If you've already given access to your parent/guardian through WebAdvisor you will see it here as well.

My Account **Payments** Payment Plans

Account Activity Personal Profile Payment Methods Agreements **Authorized Users**

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Current Authorized Users

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled payments by that person that have not already been applied will be cancelled.

Full name:	E-mail address:	Action
Mom Dad	momdad@gmail.com	Edit Delete Show Agreement

[▶ Add Authorized User](#)

6. Enter in the authorized user's email address, answer the question, and click 'Continue'.

Account Activity Personal Profile Payment Methods Agreements **Authorized Users**

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▶ **Current Authorized Users**

▼ **Add Authorized User**

E-mail address of the authorized user:

Would you like to allow this person to view your payment history and account activity? Yes No

Continue **Cancel**

7. Check the 'I Agree' box and click 'Continue'.

Agreement to Add Authorized User ✕

I hereby authorize **Fairleigh Dickinson University** to grant **momdad@gmail.com** partial access to my accounts, including ability to view my payment history and/or make payments accordingly. My payment methods, billing statements, and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Thursday, June 16, 2016.

For fraud detection purposes, your internet address has been logged:
132.238.165.148 at 6/16/16 9:55:19 AM EDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

I Agree

Print Agreement **Continue** **Cancel**

8. An email with instructions will be sent directly to the new authorized user.

Thank you. We have sent an e-mail to **momdad@gmail.com** with instructions on how to log in and view your payment plan information. This person will log in using the e-mail address you provided. (Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

9. The **PARENT** then receives two separate emails:

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments and more.

URL: https://test.secure.touchnet.net:8443/C20734test_tsa/web/index.jsp

=====
ACCESS INFORMATION
=====
Student Name -- [John Smith]
Username -- [momdad@gmail.com]
]
=====

This is the TEST System. Please ignore this email.
If you have any questions please contact misecommhelp@fdu.edu
Thank you,

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message.

URL: https://test.secure.touchnet.net:8443/C20734test_tsa/web/index.jsp

|
=====
ACCESS INFORMATION
=====
Student Name -- [John Smith]
Password -- [[abvdefgc](#)]
=====

This is the TEST System. Please ignore this email.
If you have any questions please contact misecommhelp@fdu.edu
Thank you,

10. On the Home page click the 'Payment Plans' tab.

The screenshot shows the 'Payment Plans' tab selected in the top navigation bar. Below the navigation bar, there are two main sections. On the left, under 'Account Alerts', it says 'No alerts at this time.' Below that, under 'Announcements', there is a welcome message: 'Welcome to the Fairleigh Dickinson University Student Account Center! You can view your current account activity and make payments. You can also allow your parents or guardians to access your account to make payments and view your current account activity.' On the right, under 'My Account', there is a 'Current Account Status' box showing 'New Jersey Balance: \$30,146.00'. Below this box are two buttons: 'Make a Payment' and 'View Account Activity'.

11. Click on 'Enroll Now'.

The screenshot shows the 'Payment Plans' section. Under the heading 'Available Payment Plans', there is a message: 'You are not currently enrolled in a payment plan for the current term. To enroll in payment plans, select Enroll Now.' Below this message is a green button labeled 'Enroll Now', which is highlighted with a red box and a red arrow pointing to it.

12. Select the appropriate term and click 'Select'.

The screenshot shows the 'Plan Enrollment' section. At the top, there are three tabs: 'Select Payment Plan' (highlighted in green), 'Schedule Payment Plan', and 'Payment Plan Agreement'. Below the tabs, there is a form with the text 'View available plans for term:' followed by a dropdown menu showing 'Select Term' and a green button labeled 'Select'. The 'Select' button is highlighted with a red box and a red arrow pointing to it. Below the form, there is a note: 'If plans are available for multiple accounts, you must select both account and term.'

13. After you select the appropriate term the payment plan details will appear. You will need to click 'Continue'.

Fall 2016 NJ (3payments Down25%)

This Payment Plan will require a \$45.00 setup fee and 25% Down payment at the time of enrollment. The remaining balance will then paid in 3 installments note payments due on September 15, October 15 and November 15. If you are late with your installment payment you will be charged \$15.00.

Fall 2016 NJ (3payments Down25%) Details

Term(s):	Fall 2016
Enrollment deadline:	9/22/16
Scheduled Payments:	Optional
Setup fee:	\$45.00
Minimum down payment:	25.00%
Number of payments:	3
Payment frequency:	Fixed Dates
Late payment fee:	\$15.00

 **Continue**

Cancel

14. The next screen will populate the amount due for your first payment (Down Payment). To proceed and agree you will need to click 'Display Schedule'.

Plan Enrollment

Select Payment Plan

Schedule Payment Plan

Payment Plan Agreement

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	7,188.00	
Fees	379.00	
Balance		7,567.00

Down payment:

 **Display Schedule**

Back

Cancel

15. Your payment schedule will appear with the Due Date and Amount Due for each payment. To proceed you will need to decide if you want to automatically have your payments processed. After you select 'Yes' or 'No', click on 'Continue'.

A WORD OF CAUTION FOR 'AUTOMATIC PAYMENTS' OPTION: If your financial aid and/or bill changes your payment **WILL RECALCULATE**. This means the amount withdrawn from your checking or credit/debit card on file may be more or less than the original setup amount. If you **DO NOT** want the University to have the capability to increase or decrease your installment payment amounts **DO NOT** select '**Automatic Payments**' when setting up your plan.

Payment Schedule		
The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan.		
Description	Due Date	Amount(\$)
Setup fee	Due now	45.00
Down payment	Due now	2,524.00
Installment 1	Due now	2,524.00
Installment 2	6/21/16	2,524.00
Installment 3	6/28/16	2,524.00
Total of installments:		5,048.00
Total due now:		5,093.00

Set up Automatic Payments
Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

 **Continue** **Back** **Cancel**

16. Next you will need to choose your payment method and click on 'Select'. If you choose 'No' this is what you will see:

Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement
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- You must pay the plan fees before enrollment can be processed.
- You will be responsible for making installment payments on time, through this system, in person, or via mail.

Select Payment Method

Payment Method

Select Payment Method ▼

Select **Back** **Cancel**

*Credit card payments are handled through PayPath®, a tuition payment service.

Electronic Check - 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.

If you choose 'Yes' this is what you will see:

A WORD OF CAUTION FOR 'AUTOMATIC PAYMENTS' OPTION: If your financial aid and/or bill changes your payment **WILL RECALCULATE**. This means the amount withdrawn from your checking or credit/debit card on file may be more or less than the original setup amount. If you **DO NOT** want the University to have the capability to increase or decrease your installment payment amounts **DO NOT** select '**Automatic Payments**' when setting up your plan.

Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement
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- You must pay the plan fees before enrollment can be processed.
- The selected payment method will be used to pay fees due today and all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change (due to new charges or credits), the scheduled payments will adjust accordingly.

Select Payment Method

Payment Method

Select Payment Method ▼

Select **Back** **Cancel**

*Credit card payments are handled through PayPath®, a tuition payment service.

Electronic Check - 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.

17. Your plan agreement will then appear.

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement	Payment Agreement
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Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$45.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$5,675.25
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$5,720.25

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, understand that I have scheduled my 3 installment payments and these payments will automatically be processed on the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$45.00. I understand that a late fee of \$15.00 of the total remaining amount due will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **Fairleigh Dickinson University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$1,891.75 due on 9/15/16**.

Installment 2 in the amount of **\$1,891.75 due on 10/15/16**.

Installment 3 in the amount of **\$1,891.75 due on 11/15/16**.

This agreement is dated Tuesday, June 28, 2016.

For fraud detection purposes, your internet address has been logged:

132.238.165.148 at 6/28/16 4:51:51 PM EDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact misecommhelp@fdu.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

18. After you click 'Agree' and 'Continue' you will be forwarded to PayPath to input your card information. Click 'Continue' again.



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Welcome to the PayPath Payment Service!

This service allows you to make credit or debit card payments for Fairleigh Dickinson University student accounts. A non-refundable PayPath Payment Service fee of 2.75% or a minimum of \$3.00, whichever one is greater, will be added to each payment made and this fee is not refundable under any circumstance.

Transaction Details

Student ID:

0123456

Term:

Summer 2016

PayPath Payment Service accepts:



Continue

Cancel

19. Click 'Continue' Again.

1. Amount

2. Card Information

3. Submit

4. Receipt

Payment Amount Information

In addition to the amount paid to Fairleigh Dickinson University, a non-refundable PayPath Payment Service fee of 2.75% or a minimum of \$3.00, whichever one is greater, will be added to each payment made and this fee is not refundable under any circumstance.

Payment amount:

\$5,093.00

Continue

Cancel

20. Enter your payment information and click

Continue

21. Check the 'I Agree' box and click on 'Submit Payment'.

Terms and Conditions

I hereby authorize charges totaling \$5,233.06 via my credit/debit card. I understand that a PayPath Payment Service fee of \$140.06 will be charged to my credit/debit card and is not refundable under any circumstances.

I agree to the terms and conditions.

Submit Payment

Change Information

Cancel

22. You will then receive a confirmation and you are successfully signed up for the payment plan.