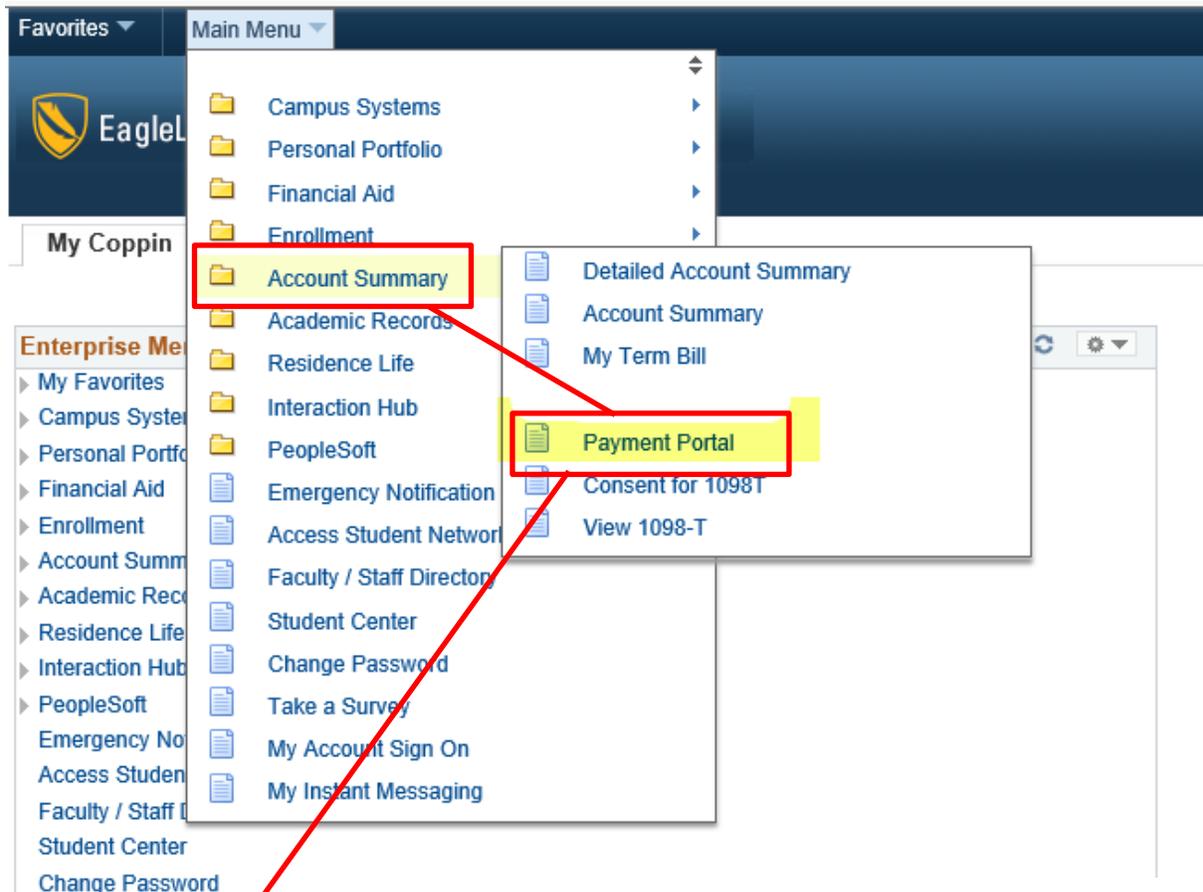# Coppin State University
TouchNet Payment Portal

New TouchNet Feature- Payment Portal

TouchNet – Payment Portal provides access to student billing statements, payments, and student account activities.

Access the Payment Portal two ways:

1- Access the Payment Portal via the Student Center in EagleLINKS
2- Access the Payment Portal via the Account Summary in EagleLINKS

Coppin State University
TouchNet Payment Portal

New TouchNet Feature- View Balance and Activity

TouchNet – View Balance and Activity provides a summary of student balance as well as access to detailed activity reports.

View Student Account balance from the Payment Portal.

View Current Activity by "View Activity."

Current Activity can be printed and exported to a PDF or Excel file.

Coppin State University
TouchNet Payment Portal

TouchNet – Make Payment provides the ability to make payments to a student account using a debit/credit card or electronic check from a linked checking or savings account.
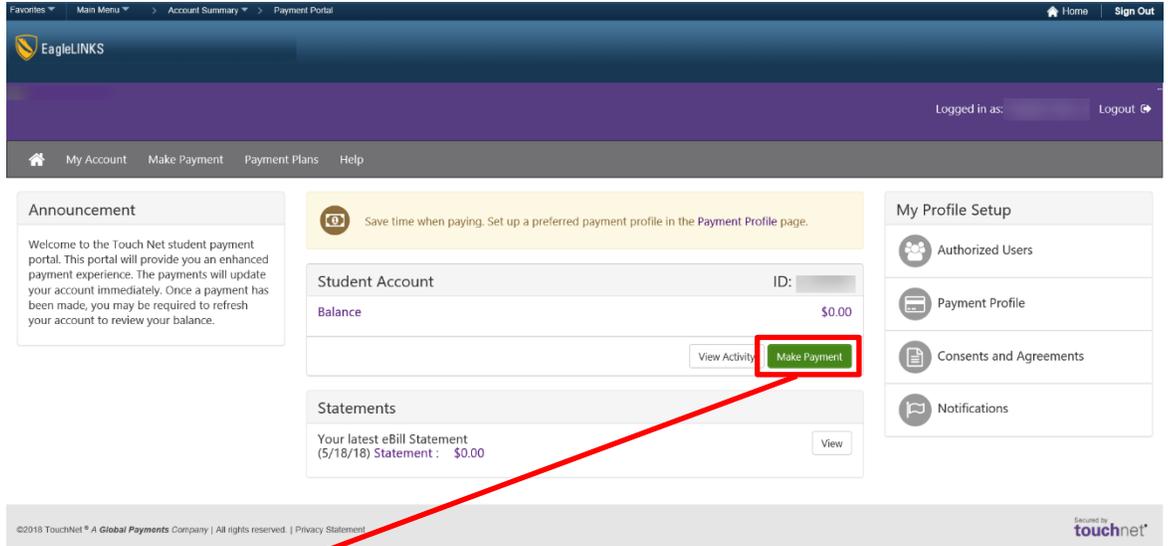
From the Payment Portal, initiate the payment process by selecting "Make Payment."
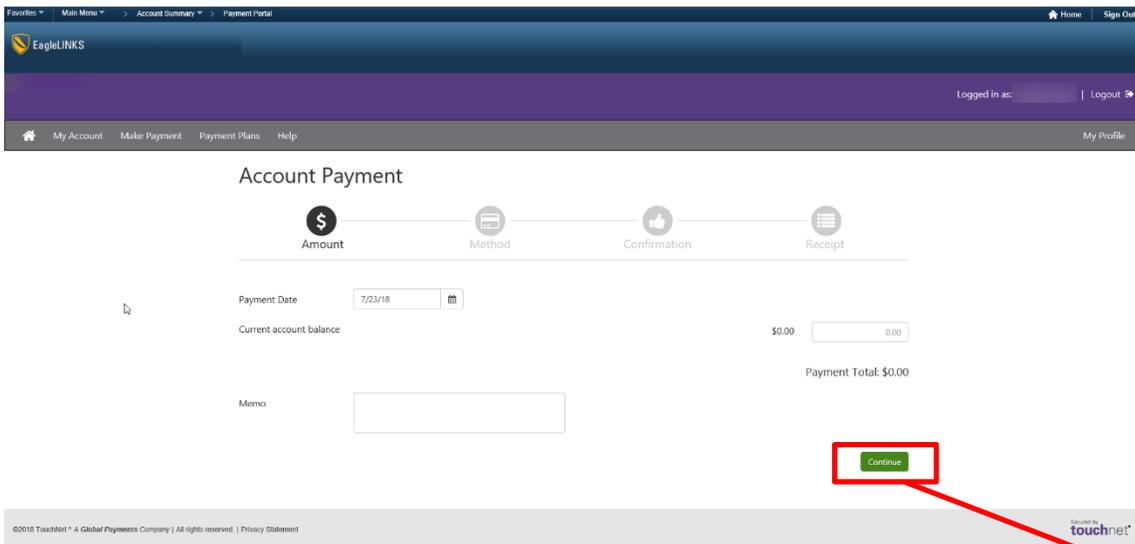
Enter payment date, payment amount, and optional memo and select "Continue."

TouchNet – Payment by Debit/Credit Card provides the ability to make payments to a student account using a debit or credit card.

After initiating the payment process, select "Credit or Debit Card" from the Method Dropdown.

Enter the Debit/Credit Card number and select "Continue." Confirm payment when prompted.

TouchNet – Payment by Electronic Check provides the ability to make payments to a student account using a linked savings or checking account.

After initiating the payment process, select "Electronic Check (checking/savings)" from the Method Dropdown.

Enter all account details and billing information. If desired, save payment method details and save as the preferred payment selection. Select "Continue."

Confirm payment when prompted.

Coppin State University
TouchNet Payment Portal

New TouchNet Feature- View Statements

TouchNet – View Statements provides the ability to review past and current billing statements as well as print and export statement details into an Excel or PDF file.
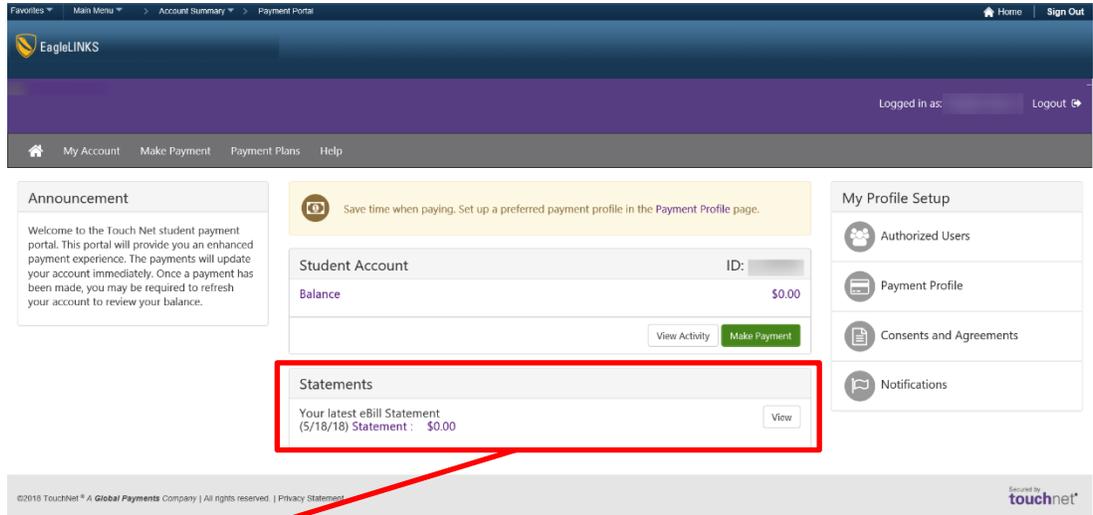
From the Payment Portal, view the current statement total. To view all statements, click on "Statement" or "View."

To pay or view a selected statement, pick the appropriate option from the "Action" dropdown list.
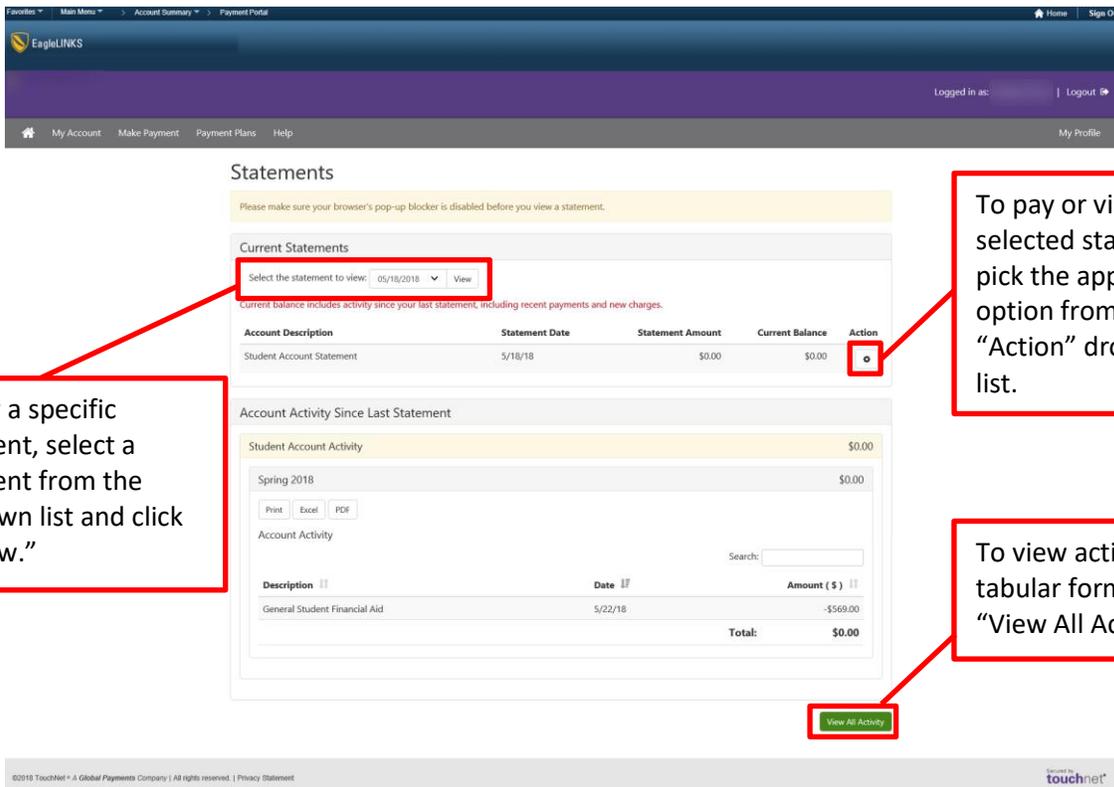
To view a specific statement, select a statement from the dropdown list and click on "View."

To view activity in a tabular format, select "View All Activity."

TouchNet – View Account Statement shows a detailed list of transactions showing charges and credits to the student's account.

Account Statement

Trans Date	Description	Charge	Credit
	Previous Balance	554.00	
01/30/2018	Fee - Late Registration	50.00	
01/30/2018	Fee - Spr Athletic PT	287.00	
01/30/2018	Fee - Spr Coll Constr	224.00	
01/30/2018	Fee - Spr Coll Ctr OP FT	69.50	
01/30/2018	Fee - Spr Ugrad Activities PT	23.50	
01/30/2018	Fee - Technology Fee	42.00	
02/05/2018	Fee-EagleCard Voucher	725.00	
01/30/2018	Tuition - Spr PT Ugrad Non-MD	4,137.00	
05/01/2018	1st Time Staff Dir Ln (UnSub2)		-990.00
02/12/2018	CSU Need Based Inst Aid		-1,000.00
02/13/2018	FED Direct Subsidized Loan(3)		-1,732.00
02/12/2018	PELL Grant-Federal		-1,267.00
	Grand Term Total	**$ 5,558.00**	**$ 4,989.00**

| The grand total for all terms:			$ 1,123.00

Messages

For questions concerning this bill statement please contact 410-951-3677. For questions concerning your Financial Aid Status/Award, please contact 410-951-3636 or 3620. For questions concerning your Housing Fees, please contact 410-951-6300. ** Payment for Spring 2018 tuition and fees charges is due Friday, January 12, 2018. Please pay by this date or establish a payment plan to secure your spring classes. Failure to pay your bill in full, provide proof to the Bursar's Office of either pending financial aid or to established a payment plan by the above "pay by date" MAY result in the cancellation of your classes. Please review the Eagle LINKS blue announcement box for additional information. Click on the link http://eaglelinks.coppin.edu/notices/Spring2018TuitionPayments.html for additional information

Review all transactions to the student account.

New TouchNet Feature- Authorized Users

TouchNet – Authorized Users provides the ability to allow other individuals to access the student's account for viewing statements and payments.
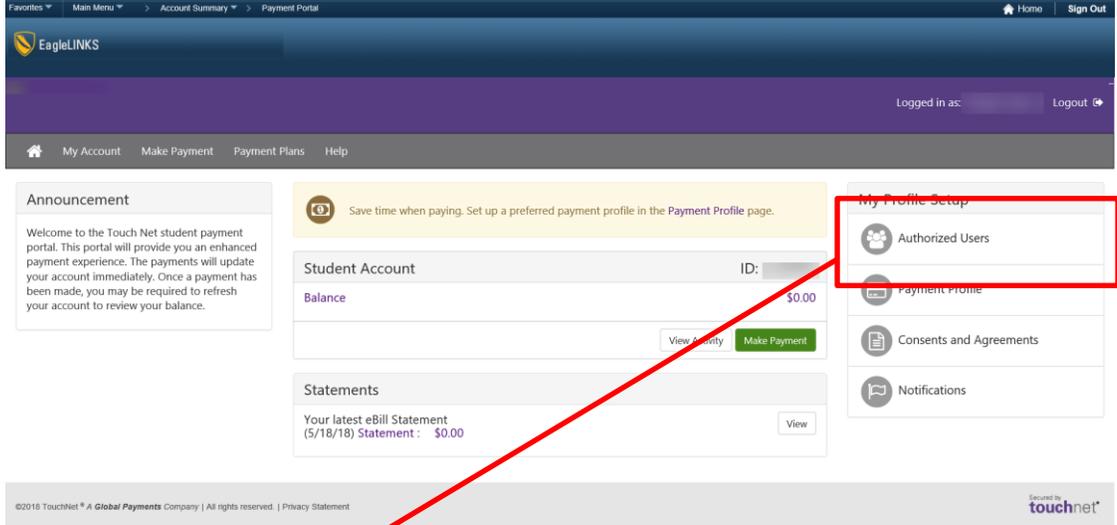
From the Payment Portal, view or add authorized users by selecting "Authorized Users."
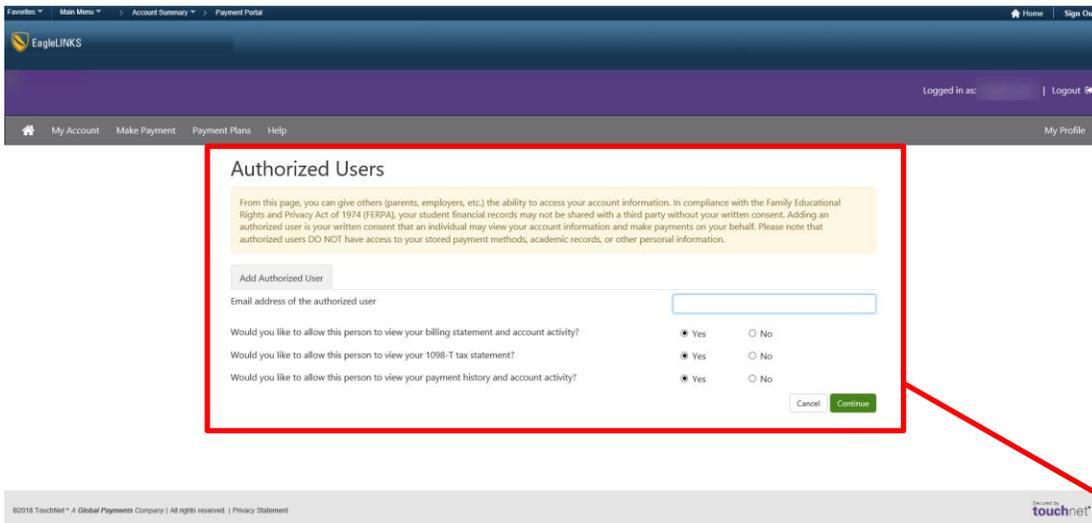
To send an invitation to a new authorized user, enter the Email address and select permissions using the radio button, then select "Continue."

Coppin State University
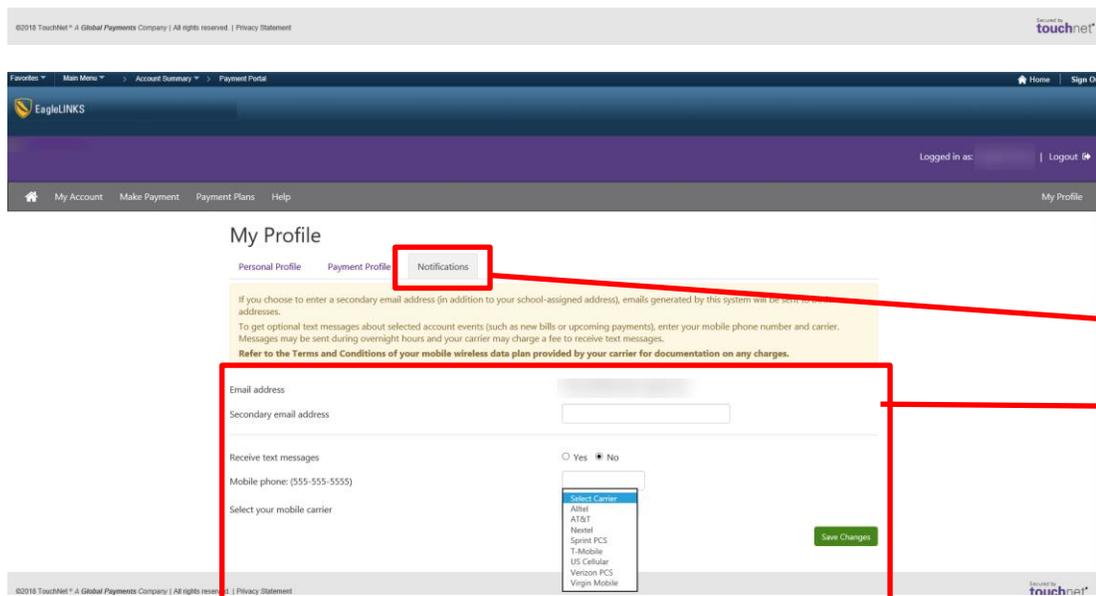# TouchNet Payment Portal

New TouchNet Feature- Payment Profile

TouchNet – Payment Profile allows users so save preferences for payments and notifications.

From the Payment Portal, view or add authorized users by selecting "Authorized Users."
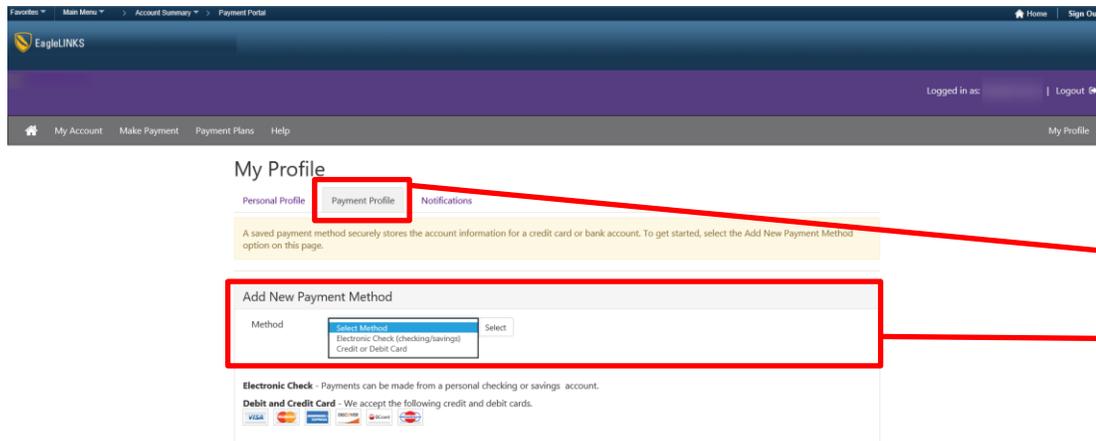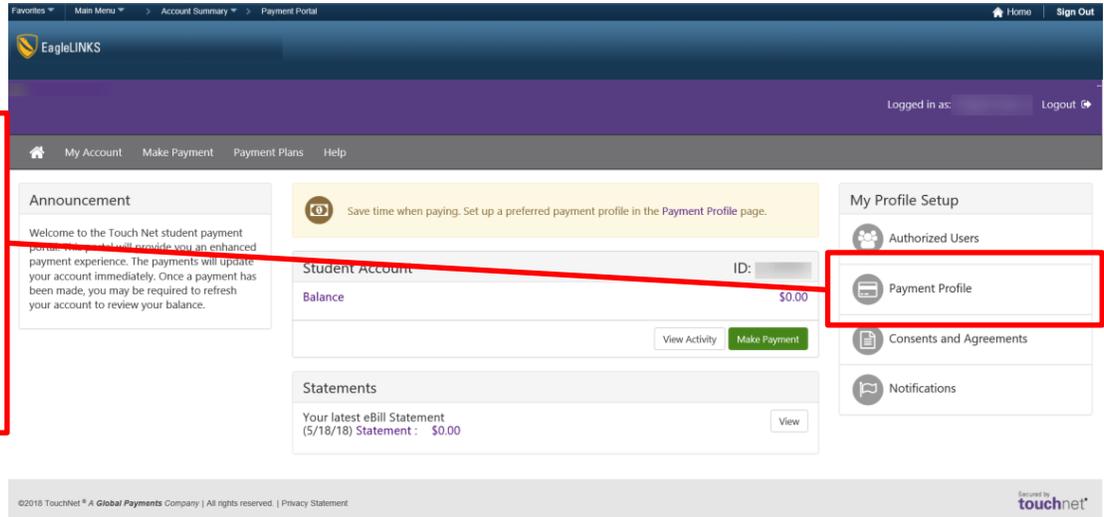
To add payment preferences, select the "Payment Profile" tab and select the payment method from the Method Dropdown list.

To view primary Email address and add a secondary Email address, or to add text notifications, select the "Notifications" tab, update communication details, and select "Save Changes."