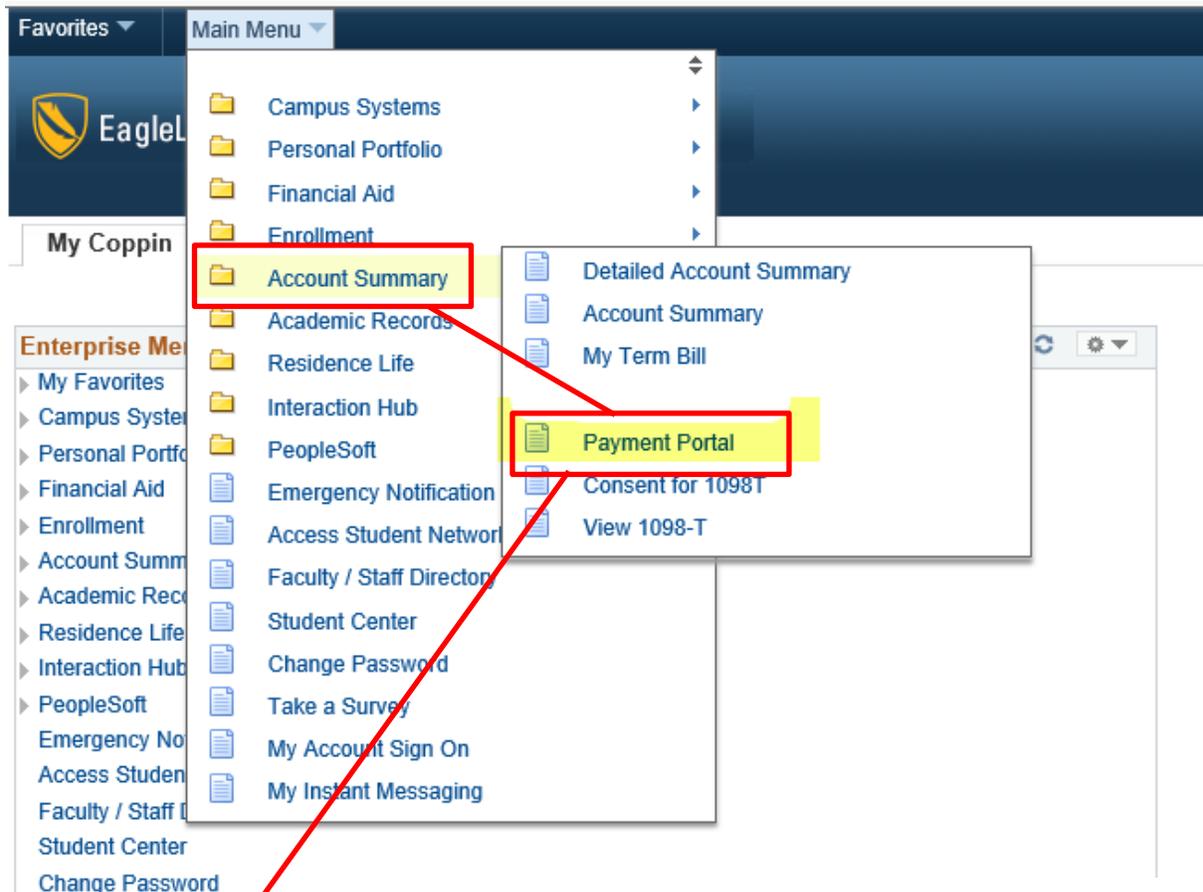


Coppin State University TouchNet Payment Portal

New TouchNet Feature- Payment Portal

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



Account Summary

You owe:	For the breakdown, access	Charges Due
▪ Due Now	0.00	
▪ Future Due		

What I Owe			
Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
Total			

Currency used is US Dollar.

[Payment Portal](#)

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.

Announcement

Welcome to the Touch Net student payment portal. This portal will provide you an enhanced payment experience. The payments will update your account immediately. Once a payment has been made, you may be required to refresh your account to review your balance.

Save time when paying. Set up a preferred payment profile in the Payment Profile page.

Student Account ID: [redacted] Balance \$0.00

View Activity Make Payment

Statements

Your latest eBill Statement (5/18/18) Statement : \$0.00 View

My Profile Setup

- Authorized Users
- Payment Profile
- Consents and Agreements
- Notifications

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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.

Current Activity

Student Account Balance \$0.00

Spring 2018 \$0.00

Print Excel PDF

Account Activity

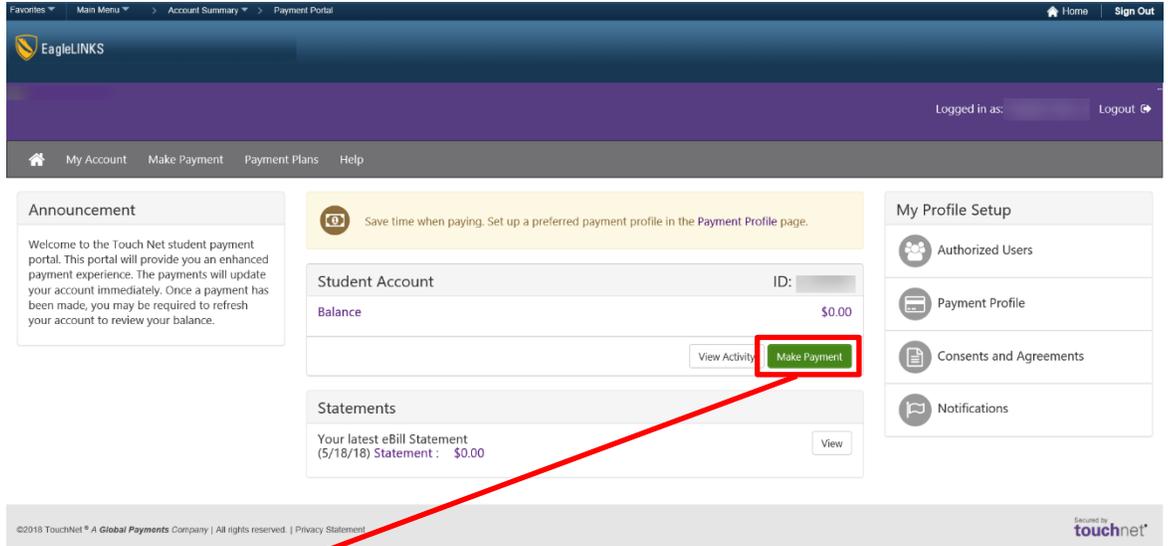
Search:

Description	Date	Due Date	Amount (\$)
General Student Financial Aid	5/22/18		-\$569.00
1st Time Staff Dir Ln (UnSub2)	5/1/18	1/12/18	-\$990.00
FED Direct Subsidized Loan(3)	2/13/18	1/12/18	-\$1,732.00
PELL Grant-Federal	2/9/18	1/12/18	-\$1,267.00
CSU Need Based Inst Aid	2/9/18	1/12/18	-\$154.00
CSU Need Based Inst Aid	2/9/18	1/12/18	-\$846.00
Fee-EagleCard Voucher	2/5/18	1/12/18	\$725.00
Fee - Spr Ugrad Activities PT	1/30/18	1/12/18	\$23.50
Fee - Technology Fee	1/30/18	1/12/18	\$42.00
Fee - Late Registration	1/30/18	1/12/18	\$50.00
Fee - Spr Coll Ctr OP FT	1/30/18	1/12/18	\$69.50
Fee - Spr Coll Constr	1/30/18	1/12/18	\$224.00
Fee - Spr Athletic PT	1/30/18	1/12/18	\$287.00
Tuition - Spr PT Ugrad Non-MD	1/30/18	1/12/18	\$4,137.00
Term Balance:			\$0.00
Term Balance Including Estimated Aid:			\$0.00

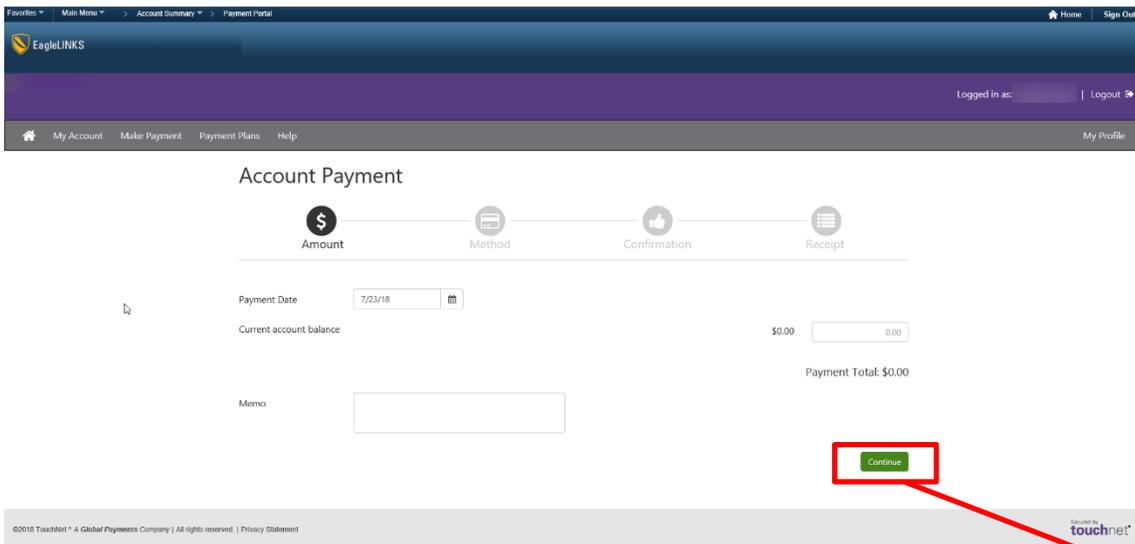
Coppin State University TouchNet Payment Portal

New TouchNet Feature- Make Payment

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."

Coppin State University TouchNet Payment Portal

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

The screenshot shows the 'Account Payment' page in the TouchNet portal. The page has a navigation bar at the top with 'EagleLINKS' and 'Logged in as: | Logout'. Below the navigation bar, there are four steps in a process: Amount, Method, Confirmation, and Receipt. The 'Method' step is currently active. The 'Amount' is set to '\$1,000.00'. The 'Method' dropdown menu is open, showing 'Select Method' and 'Credit or Debit Card'. A red box highlights the 'Credit or Debit Card' option. Below the dropdown, there are 'Back', 'Cancel', and 'Continue' buttons. A red arrow points from the text box below to the 'Credit or Debit Card' option.

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

The screenshot shows the 'Account Payment' page in the TouchNet portal. The page has a navigation bar at the top with 'EagleLINKS' and 'Logged in as: | Logout'. Below the navigation bar, there are four steps in a process: Amount, Method, Confirmation, and Receipt. The 'Method' step is currently active. The 'Amount' is set to '\$1,000.00'. The 'Method' dropdown menu is set to 'Credit or Debit Card'. Below the dropdown, there is an 'Account Information' section with a red asterisk indicating required fields. The 'Card number' field is empty. There are 'Back', 'Cancel', and 'Continue' buttons. A red box highlights the 'Account Information' section. A red arrow points from the text box below to the 'Continue' button.

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

Coppin State University TouchNet Payment Portal

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

The screenshot shows the 'Account Payment' page with a progress bar at the top containing icons for Amount, Method, Confirmation, and Receipt. The 'Amount' is set to \$1,000.00. The 'Method' dropdown menu is open, showing 'Electronic Check (checking/savings)' selected and highlighted with a red box. Below the dropdown, there are buttons for 'Back', 'Cancel', and 'Continue'. A red arrow points from the text box below to the selected option in the dropdown.

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

The screenshot shows the 'Account Payment' page with the 'Method' dropdown set to 'Electronic Check (checking/savings)'. The 'Account Information' section is highlighted with a red box and contains the following fields: Account type (dropdown), Routing number (text), Bank account number (text), and Confirm account number (text). The 'Billing Information' section contains: Name on account (text), Billing address (text), Billing address line two (text), City (text), State/Province (dropdown), and Postal Code (text). There is an 'Option to Save' section with a checkbox for 'Save this payment method for future use' and a text field for 'Save payment method as (example My Checking)'. At the bottom, there are 'Back', 'Cancel', and 'Continue' buttons. A red arrow points from the text box on the right to the 'Continue' button.

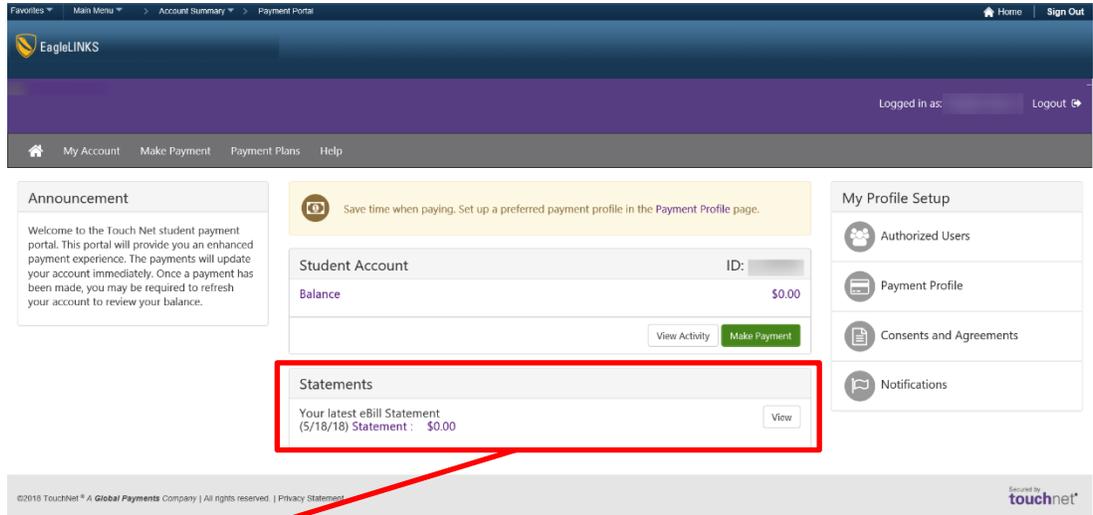
Enter all account details and billing information. If desired, save payment method details and save as the preferred payment selection. Select “Continue.”

Confirm payment when prompted.

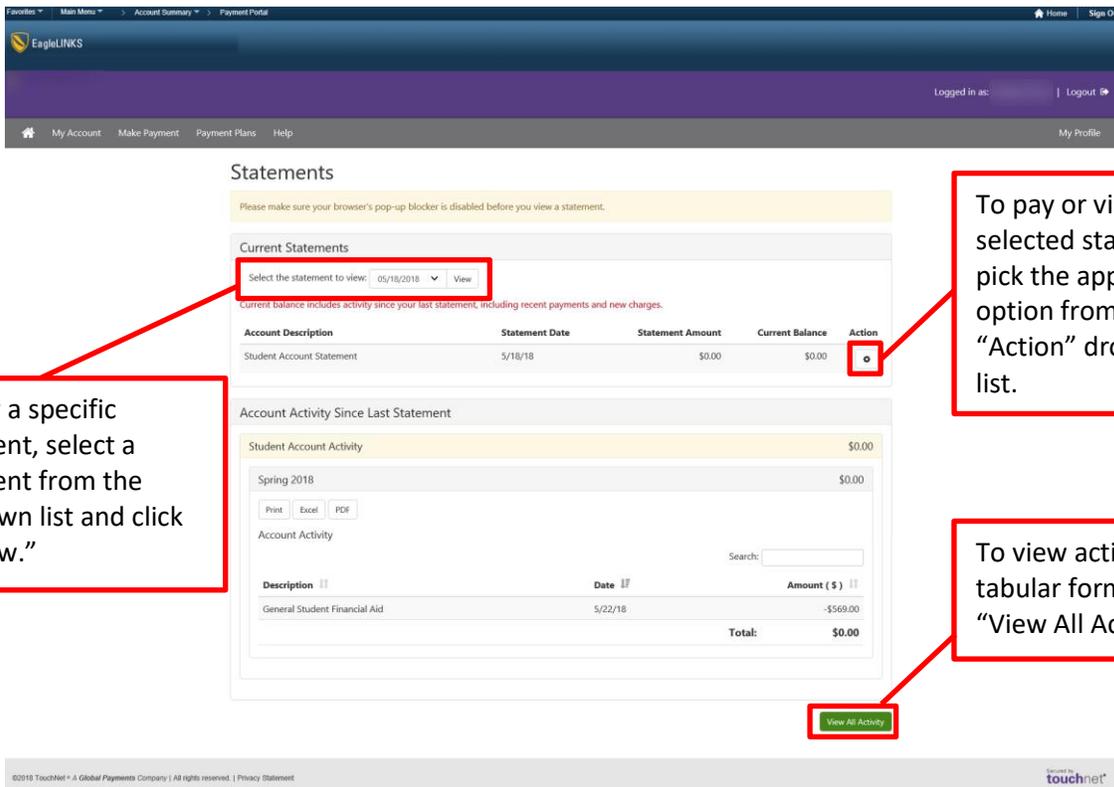
Coppin State University TouchNet Payment Portal

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 view a specific statement, select a statement from the dropdown list and click on "View."

To pay or view a selected statement, pick the appropriate option from the "Action" dropdown list.

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

Coppin State University TouchNet Payment Portal

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



COPPIN

STATE UNIVERSITY

— EST. 1900 —

Statement Date

04/18/2018

Office of The Bursar/Student Accounts
2500 W North Ave, Baltimore, MD 21216
Phone: 410.951.3677
Fax: 410.951.3678
<http://www.coppin.edu>

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

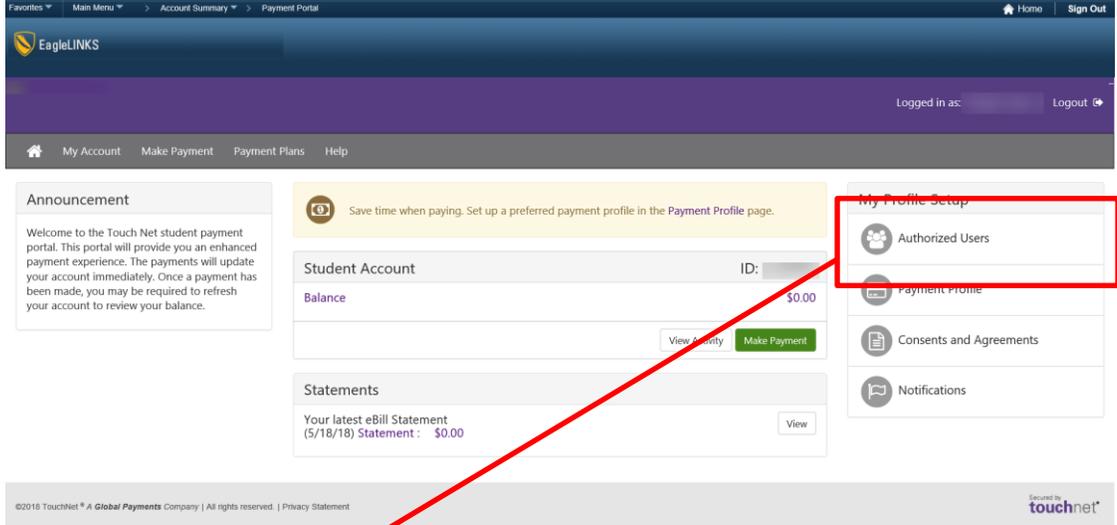
For questions concerning this bill statement please contact 410-951-3677. For questions concerning your Financial Aid Status/Award, please contact 410-951-3636 or 3620. For questions concerning your Housing Fees, please contact 410-951-6300. ***** Payment for Spring 2018 tuition and fees charges is due 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.

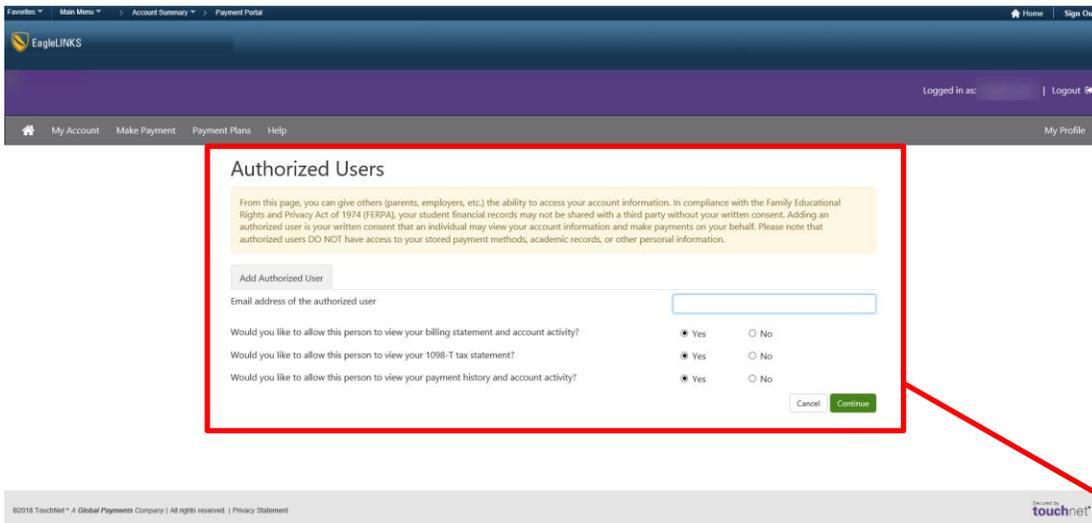
Coppin State University TouchNet Payment Portal

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.”



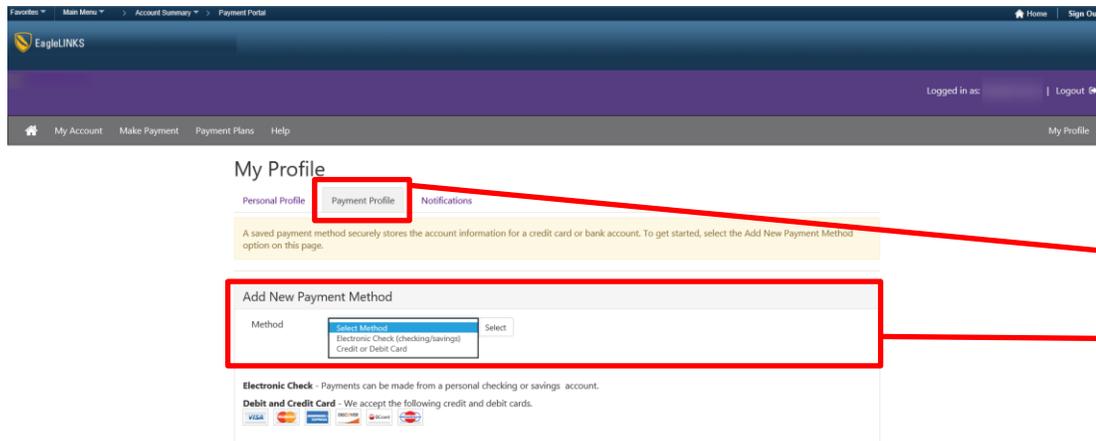
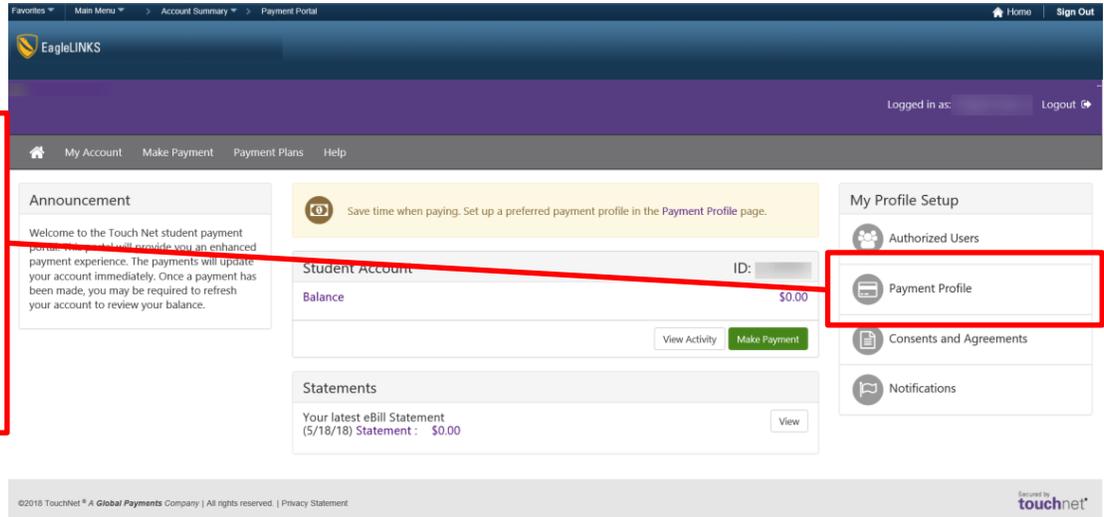
To send an invitation to a new authorized user, enter the Email address and select permissions using the radio button, then select “Continue.”

Coppin State University TouchNet Payment Portal

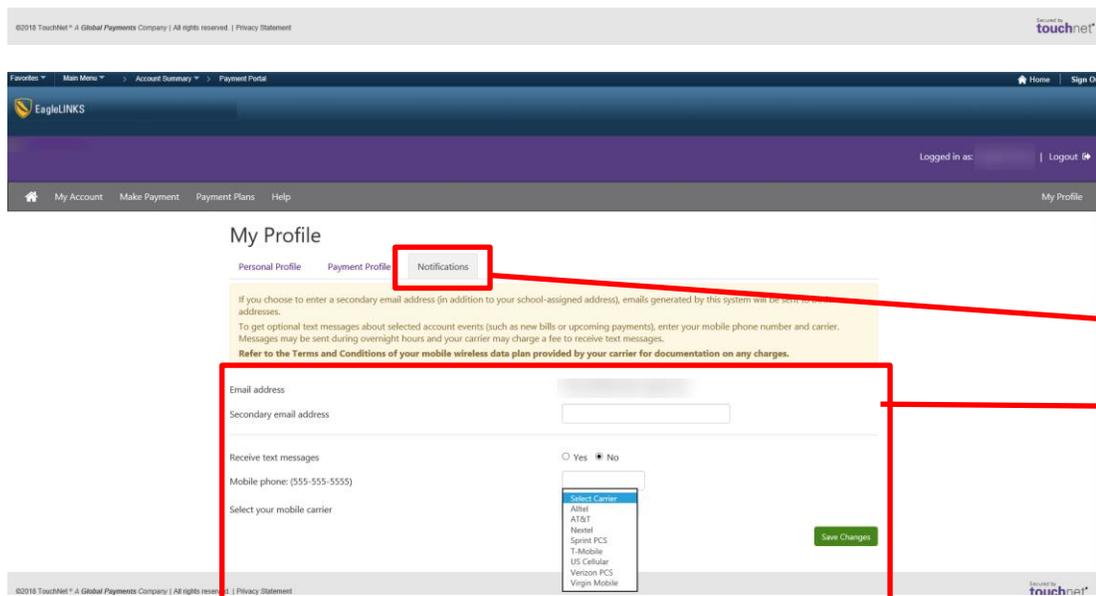
New TouchNet Feature- Payment Profile

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.”