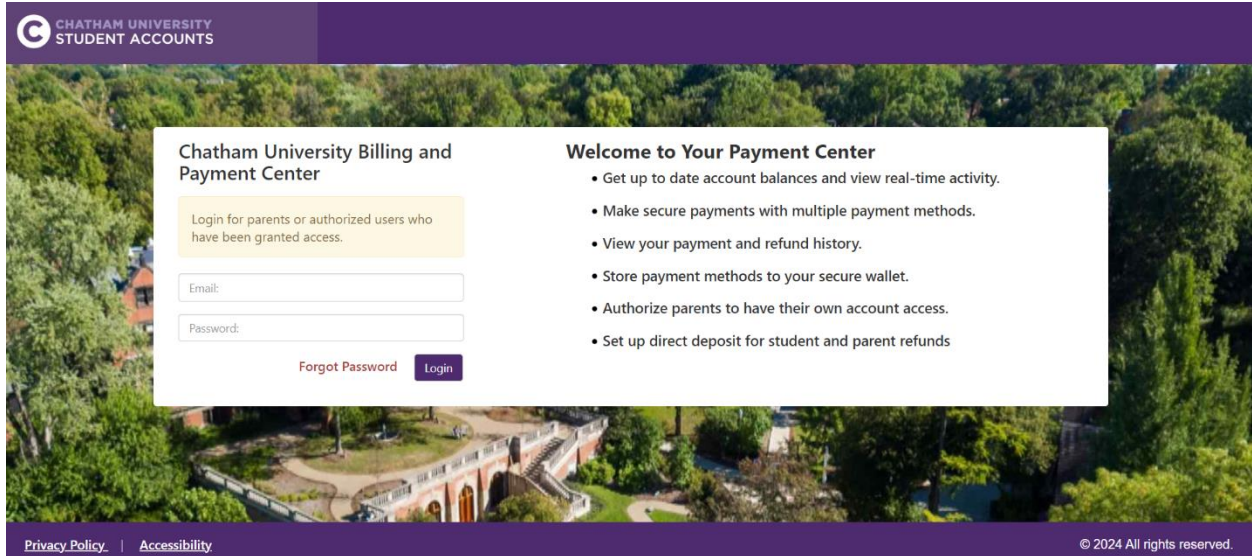
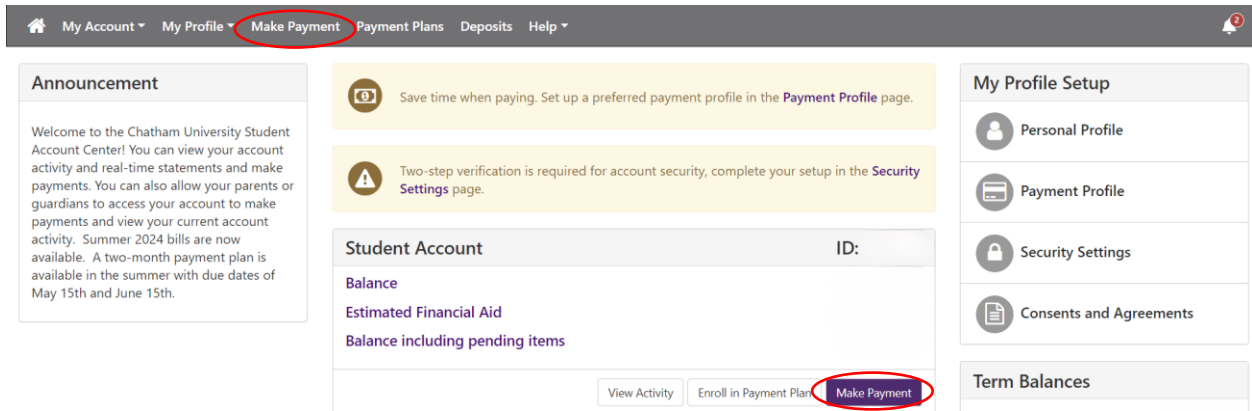


Student Account Center – Payment Instructions

1. You will need to log in with your Chatham credentials, or the created credentials if you are an authorized user.



2. The home page allows you to view all of your important account information. You can see a snapshot of your account balance and estimated financial aid. Important announcements will appear on the left, with your profile options and term balances on the right. Scroll down for payment plan information, and the ability to generate real time statements.



3. To make a payment, you can click "Make Payment" on the top menu bar or in the Student Account summary.

4. There are 3 options to make a payment:
 - a. Current Account Balance: Total account balance
 - b. Pay By Term: Payment can be designated to a specific term with a balance
 - c. Charges Not Included in the Plan: Will include any charges that are not included if you are enrolled in a payment plan

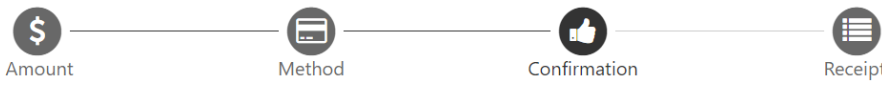
**The 3rd option will not be visible if you are not enrolled in a payment plan.*

5. After selecting how you want the payment applied to the account, you can select your payment method:
 - a. Credit/debit card via PayPath
 - i. This option will require an additional, non-refundable service fee.
 - b. Electronic check (checking/savings)
 - c. TransferMate INTL
 - i. This option is for international account payments.

Credit/Debit Card (via PayPath)

1. Under “Make a Payment”, select “Credit Card via PayPath”. To proceed, click “Continue to PayPath”.

Account Payment



Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

| Payment Information | | |
|-------------------------------|-----------------|--------|
| Payment Date | 4/29/24 | |
| Term | Account | Amount |
| 2024 Spring Semester | Student Account | |
| Total Payment Amount | | |
| Change Amount | | |

| Paid To | |
|---|--|
| Chatham University 107 Woodland Road Pittsburgh, PA 15232 | |

| Confirmation Email | |
|--------------------|--|
| | |

| Selected Payment Method | |
|---------------------------------------|------------------|
| Account: | TOUCHNET PAYPATH |
| Change Payment Method | |

[Back](#) [Cancel](#) [Continue to PayPath](#)

2. A new window will open. It details the credit/debit cards accepted, as well as the non-refundable service fee. Click “Continue”.



Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for Chatham University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.95% (minimum \$3.00) for domestic issued cards and 4.25% (minimum \$3.00) for International issued cards that will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Thank you for using PayPath.

| Transaction Details | | |
|---------------------|----------------|--------|
| Student ID | Term to credit | Amount |
| - Student Account | 24IS | |

PayPath Payment Service accepts:



[Cancel](#) [Continue](#)

3. The next screen will detail the service fee information again. If you wish to proceed with the payment, click “Continue” again.
4. Input your credit/debit card information.

PayPath® | Payment Services

Amount — Payment — Confirmation — Receipt

PayPath Payment Service accepts:

VISA Mastercard AMERICAN EXPRESS Discover iQCard Discover

Payment Card Information

Name on card:
Please enter the name as it appears on your card.

Card account number:

Card expiration date: MM YYYY

Card security code: CVW What is this?

Billing Address

Check if address is outside of the United States:

Billing address:

City:

State:

Zip code:

Email address:

Confirm email address:

Phone number: (optional)

Cancel Continue

5. You will have a chance to review the payment information before submitting the payment. If everything is correct, please agree to the terms and conditions, and click “Submit Payment”.
6. After the payment is submitted, the window can be closed when prompted.

Electronic Check (Checking/Savings)

1. Under “Make a Payment”, select “Electronic Check (checking/savings)”.

The screenshot shows the 'Account Payment' page with a progress bar at the top indicating steps: Amount, Method, Confirmation, and Receipt. The 'Method' step is active. A dropdown menu is open for 'Method:*', showing options: 'Select Method', 'Credit Card', 'Credit Card via PayPath', 'Other Payment Methods', 'TransferMate INTL', and 'Electronic Check (checking/savings)'. The 'Electronic Check (checking/savings)' option is highlighted. Below the dropdown, there are 'Back', 'Cancel', and 'Continue' buttons. A note states: '*Indicates required information'. A warning message reads: '*Card payments are handled by a third party. A non-refundable service fee will be added to your payment.' Below this, there are two informational lines: 'Electronic Check - Payments can be made from a personal checking or savings account.' and 'TransferMate - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.'

2. Input your account details, and click “Continue”.

The screenshot shows the 'Account Information' and 'Option to Save' sections. The 'Method:*' dropdown is set to 'Electronic Check (checking/savings)'. The 'Account Information' section has a yellow box with instructions: 'You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.' Below this are five required fields: '*Name on account:', '*Account type:' (dropdown), '*Routing number: (Example)', '*Bank account number:', and '*Confirm account number:'. The 'Option to Save' section has two checkboxes: 'Save this payment method for future use' and 'Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.' Below these is a text input field for 'Save payment method as: (example My Checking)'. At the bottom right are 'Back', 'Cancel', and 'Continue' buttons.

3. A pop-up window will appear. You will need to agree to the terms and conditions to continue submitting a payment.
4. You will be able to review payment information one more time, with the new bank account listed under Selected Payment Method. If you wish to proceed, click “Submit Payment”.