

# TouchNet Academic Deposit Payment Process

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## Logging In

Login to TouchNet from the Admit Portal or on the Admissions menu in Self-Service Banner. Single-Sign-On is enabled so users should not have to log in again.

### Portal

West Virginia University

Menu

Portal Home > Admit

**WVU Undergraduate**

Portal access is not guaranteed during our regular Sunday maintenance, 3 a.m. – noon. See all [planned maintenance](#).

**DegreeWORKS** | **FINANCIAL AID INFORMATION** | **STAR** | **SCHEDULE BUILDER**

### Undergraduate Student Checklist

- Academic Deposit**  
Pay Your Academic Deposit  
The deposit is required of all first time freshmen and transfer students. Payment is due by December 1 for students entering in the spring and by May 1 for students entering in the fall. Although WVU offers a rolling admission, the academic deposit is required to proceed with housing selection and New Student Orientation registration. Payments made after the due date are nonrefundable.
- Housing**  
Housing Information  
Within 48 hours after the academic deposit requirement has been satisfied, the online housing application and deposit can be completed. Please note that submission of the housing application and deposit is only the first step in obtaining a residence hall room. After the housing application has been processed, students will be assigned a timeslot to access the online housing system and select a space in a room and/or roommate. Assignments of timeslots are based upon the date the housing application and deposit are received. A message with the timeslot assignment is sent to MyHousing and the MIX account. Rooms are filled on a first-come, first-served basis, and housing preferences cannot be guaranteed.

The only Admit portal view that has the Academic Deposit link is WVU Undergraduate. Any of the other Admit views (Graduate, Professional, etc.) must use the STAR link to go to Self-Service Banner (SSB).

### STAR (Self-Service Banner)

**Main Menu** | **Personal Information** | **Student Services & Housing** | **Financial Aid**

## Admissions

- Pay Academic Deposit**
- Apply for Admission to WVU
- Apply for Admission to WVU Potomac State College
- Apply for Admission to WVU Tech
- Review Application Status

**RELEASE: 8.9**

# Selecting a Deposit

After logging in, select the **Deposits** tab from the homepage menu options.

West Virginia University | Logged in as: [redacted] | Logout

My Account | Make Payment | Payment Plans | **Deposits** | Refunds | Help

### Announcement

Welcome to your WVU MyAccount!

Please take a minute to set up authorized users, saved payment methods, and notification options. These options are all available in the "My Profile Setup" menu.

**Authorized Users are not the same as proxy users.** Authorized User access to your WVU MyAccount allows people to make online payments on your behalf. See our [Tutorials webpage](#) for

Save time when paying. Set up a preferred payment profile in the [Payment Profile](#) page.

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

View Account: [redacted]

Balance \$0.00

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

### My Profile Setup

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

Select the term and deposit from the drop-down menus. Click the **Select** button.

Review the deposit information. Click **Continue** to start the payment process.

## Deposit Payment

Deposit Payment | Deposit History

Amount | Method | Confirmation | Receipt

Select a term then deposit payment account you would like to make a payment toward

Select a term:  [Select](#) | Select a deposit:  [Select](#)

Academic Deposit Four Hundred	
Deposit name	Academic Deposit Four Hundred
Deposit description	Academic Deposit \$400
Term	Fall 2021
Payment amount	\$400.00

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

Choose a payment method. Click **Continue**.

**i** Users can set up a preferred payment profile with a saved checking account for quick payments. At this time users cannot save credit cards to their payment profile. The PayPath third-party payment service used by TouchNet to process credit card payments does not support this feature.

West Virginia University Logged in as: [Name] | Logout

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

## Deposit Payment

Deposit Payment | Deposit History



Amount



Method



Confirmation



Receipt

Amount: \$400.00

Method: Select Method

Select Method

Select Method

**Credit Card**

Credit Card via PayPath

**Saved Payment Methods**

mom

**Other Payment Methods**

Electronic Check (checking/savings)

\*Credit card payments are processed through a third party. A non-refundable service fee will be added to your payment.

**Electronic Check** - Payments can be made from a personal checking or savings account.

Back
Cancel
Continue

## Paying with a Credit Card (PayPath)

After choosing **Credit Card via PayPath** from the selection menu, review the deposit amount information. Click **Continue to PayPath**.

## Deposit Payment

Deposit Payment | Deposit History



Amount



Method



Confirmation



Receipt

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

Payment Information	
Payment Date	9/20/21
Total Payment Amount	\$400.00

  

Selected Payment Method	
Account:	TOUCHNET PAYPATH

Change Payment Method

Paid To	
West Virginia University	
PO Box 6004	
62 Morrill Way Suite 200	
Morgantown, WV 26506	

  

Confirmation Email	
	(Primary)

Back
Cancel
Continue to PayPath

Review the transaction and term details. **Verify your Credit/Debit card is accepted by PayPath**. Click **Continue**.

 If your credit/debit card is not shown in the accepted options, you will have to submit an ACH payment.



## Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for West Virginia University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.85% (minimum \$3.00) will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Your campus also accepts ACH bank transfers outside of this service without charge. Thank you for using PayPath.

### Transaction Details

Student ID:

Term: 202108

PayPath Payment Service accepts:



Cancel

Continue

Verify the payment amount information. The true amount of the deposit will be shown here before the addition of the Service Fee. Click **Continue**.

## PayPath® | Payment Services

\$  
Amount

Payment

Confirmation

Receipt

## Payment Amount Information

In addition to the amount paid to West Virginia University, a non-refundable PayPath Service Fee of 2.85% will be added to your payment with a minimum charge of \$3.00. You will have an opportunity to approve the complete transaction before submitting payment.

Deposit amount: \$400.00

Cancel

Continue

Enter your payment card and billing information. Click **Continue**.



PayPath Payment Service accepts:



### Payment Card Information

Name on card:

Card account number:

Card expiration date:

Card security code:  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)

Review your payment transaction information. You must agree to the terms and conditions before submitting the payment.

**⚠️** A Service Fee has been added to the payment amount.

Click **Submit Payment** to complete the transaction.



## Review Your Payment Transaction

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to West Virginia University:	\$400.00
PayPath Payment Service Fee	\$11.40
Total payment amount:	\$411.40
School name:	West Virginia University
Student ID	
Payer name:	ITS Test
Billing address:	123 One Waterfront
City:	Morgantown
State:	WV
Zip code:	26505
Email address:	
Phone number:	Not entered
Card account number:	
Browser internet address:	
Business correspondence address:	TOUCHNET INFORMATION SYSTEMS INC 9801 RENNER BLVD SUITE 150 LENEXA, KS 66219 UNITED STATES

### Terms and Conditions

I hereby authorize charges totaling \$411.40 via my credit card. I understand that a PayPath Payment Convenience fee of \$11.40 will be charged to my credit card and is not refundable under any circumstances.

I agree to the terms and conditions.

Change Information

Cancel

Submit Payment

Review your payment confirmation and print for your records.

You can **Close** this page to return to the TouchNet website.

 The WVU Hub email and phone number are listed on this page for assistance.



## Thank you for using PayPath Payment Service!

Your payment was successful. It has been sent to West Virginia University for posting to your account. Please print this page as your receipt and close this payment session. A confirmation email was sent to [sallman2@mail.wvu.edu](mailto:sallman2@mail.wvu.edu)

Your credit card statement will reflect two transactions with the following information:

"PayPath West Virginia University"	\$400.00
"PayPath Service Fee"	\$11.40

### Receipt Information

Payment to West Virginia University:	\$400.00
PayPath Payment Service Fee:	\$11.40
Total payment amount:	\$411.40
School name:	West Virginia University
Student ID	
Payer name:	ITS Test
Billing address:	123 One Waterfront
City:	Morgantown
State:	WV
Zip code:	26505
Email address:	
Phone number:	Not entered
Card:	
Date and time:	
Browser internet address:	
Reference number:	

### West Virginia University Contact Information

If you have any questions concerning this transaction, please contact West Virginia University at:

Contact phone:	304-293-1988
Contact email:	<a href="mailto:WVUHubOutreach@mail.wvu.edu">WVUHubOutreach@mail.wvu.edu</a>

### Terms and Conditions

I hereby authorize charges totaling \$411.40 via my credit card. I understand that a PayPath Payment Convenience fee of \$11.40 will be charged to my credit card and is not refundable under any circumstances.

Print [Close](#)

You will also receive an email copy of this confirmation page to whatever email address was used on the payment information page.

**!** Credit Card payments are not tracked on the TouchNet Deposit History Tab. Print the confirmation page or save the email to keep for your records. Once you close the PayPath confirmation page there will be no record of the deposit payment within TouchNet.

# PayPath Payment Status



WVUHubNoReply@notify.wvu.edu <WVUHubNoReply@notify.wvu.edu>



1:45 PM

To

## PayPath

### Thank you for using PayPath Payment Service!

Your payment was successful. It has been sent to West Virginia University for posting to your account.

Your credit card statement will reflect two transactions with the following information:

PayPath West Virginia University	\$400.00
PayPath Service Fee	\$11.40

Payment to West Virginia University:	\$400.00
PayPath Payment Service Fee:	\$11.40
Total payment amount:	\$411.40

School name:	West Virginia University
Student ID:	
Payer name:	ITS Test
Billing address:	123 One Waterfront
City:	Morgantown
State:	WV
Zip code:	26505
Email address:	
Phone number:	
Card:	
Date and time:	
Browser internet address:	
Reference number:	

### West Virginia University Contact Information

If you have any questions concerning this transaction, please contact West Virginia University at:

Contact phone: 304-293-1999

Contact phone: 304-293-1988  
Contact email: WVUHubOutreach@mail.wvu.edu

### Terms and Conditions

I hereby authorize charges totaling \$411.40 via my credit card. I understand that a PayPath Payment Convenience fee of \$11.40 will be charged to my credit card and is not refundable under any circumstances.

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## Paying with a Checking Account

After choosing **Electronic Check (checking/savings)** from the selection menu, review the deposit amount information. Click **Continue**.

West Virginia University

Logged in as: [User] | Logout

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

### Deposit Payment

Deposit Payment | Deposit History

Amount Method Confirmation Receipt

Amount: \$400.00  
Method: Electronic Check (checking/savings)

Back Cancel Continue

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

**Electronic Check** - Payments can be made from a personal checking or savings account.

Enter Checking or Savings account and billing information. Click **Continue** when complete.

Users have the option to save this checking/savings account for future use. This will save it as the preferred payment method for future payments. Users can designate this account to receive refunds.

West Virginia University Logged in as: [User] | Logout

My Account | Make Payment | Payment Plans | Deposits | Refunds | Help My Profile

## Deposit Payment

Deposit Payment | Deposit History

Amount

Method

Confirmation

Receipt

Amount: \$400.00  
 Method: Electronic Check (checking/savings)

### Account Information

**\* Indicates required fields**

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.

\*Account type: Checking

\*Routing number: (Example) [REDACTED]

\*Bank account number: [REDACTED]

\*Confirm account number: [REDACTED]

### Billing Information

\*Name on account: ITS Test

\*Billing address: 123 One Waterfront Pl

Billing address line two: [REDACTED]

\*City: Morgantown

\*State: West Virginia (WV)

\*Postal Code: 26505

### Option to Save

Save this payment method for future use

Save payment method as: [REDACTED]

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

### Refund Options

Only one account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

Back Cancel Continue

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

**Electronic Check** - Payments can be made from a personal checking or savings account.

Review the payment agreement and agree to the terms and conditions. Click **Continue**.

### ACH Payment Agreement

I hereby authorize **West Virginia University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$25.00** return fee will be added to my student account.

Name: **ITS Test**

Address: 123 One Waterfront Pl  
Morgantown WV 26505

Depository: COMMERCE BANK  
ACH DEPT.  
KANSAS CITY, MO 641416248

Routing Number: [REDACTED]

Account Number: [REDACTED]

Debit Amount: \$400.00

This agreement is dated 09/20/2021 17:21:09 PM EDT.

For fraud detection purposes, your internet address has been logged: 157.182.110.31 at 09/20/2021 17:21:09 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: [WVHubOutreach@notify.wvu.edu](mailto:WVHubOutreach@notify.wvu.edu)

I agree to the above terms and conditions. (Print Agreement)

Cancel Continue

Review the payment details and click **Submit Payment** to complete the transaction. No service fee is added when paying with a checking or savings account.

## Deposit Payment

Deposit Payment
Deposit History

Amount

Method

Confirmation

Receipt

Please review the transaction details, then submit your payment.

### Payment Information

Payment Date	9/20/21
Total Payment Amount	\$400.00

### Paid To

West Virginia University  
 PO Box 6004  
 62 Morrill Way Suite 200  
 Morgantown, WV 26506

### Selected Payment Method

Account:	WEBCHECK xxxx
Billing Address:	ITS Test 123 One Waterfront Pl Morgantown, WV 26505

Change Payment Method

### Confirmation Email

(Primary)

Back
Cancel
Submit Payment

Review the payment confirmation and Print for your records. A copy of the payment confirmation is sent to the student's email address.

West Virginia University
Logged in as: [User Name] | [Logout](#)

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#)
My Profile

## Deposit Payment

Deposit Payment
Deposit History

Amount

Method

Confirmation

Receipt

Your payment in the amount of \$400.00 was successful. A confirmation email was sent to parkerb@STARPTCH.wvu.edu. Please print this page for your records. To view all deposit payments, go to Deposits > Deposits History.

Payment date:	9/20/21
Amount paid:	\$400.00
Student name:	[Redacted]

Paid to:	West Virginia University PO Box 6004 62 Morrill Way Suite 200 Morgantown, WV 26506 UNITED STATES
Account number:	xxxxx
Name on account:	ITS Test
Account Type:	Checking

Print

## Verifying Deposit Payment

Users will receive a payment confirmation message and email after completing the transaction.

Users can also click on the **Deposit History** tab to review a history of their deposit payments. Use the date range fields to expand the search range.

**⚠️ As noted above, Credit Card payments will not be reported here.** Users can only view a report of their ACH deposit payments.

## Deposit History

Deposit Payment Deposit History

Date range From 9/20/20 To 9/20/21

Print View Report

### Payment History for [redacted] (Deposits)

Show 10 entries

Search:

Payer Name	Date	Time	Type	Reference #	Personal Note	Amount(\$)
[redacted]	9/20/21	5:25:01 PM	ACH	159	Academic Deposit \$400	400.00

Showing 1 to 1 of 1 entries

Previous 1 Next

ACADEV-121 - Getting issue details...

STATUS