Making One Time Payment & Scheduling Payments

There are 2 different links you can choose to navigate to **Make Payment**:

Both will take you to the **Account Payment** page. Select your payment date, term on which you are paying, and amount. Choose Continue.

Select your method of payment. You can pay with debit and credit cards, and also from personal checking or savings accounts.

Account Payment

Amount	$150.00
Method	Select Method ▾

Back   Cancel   Continue

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

Debit and Credit Card - We accept the following credit and debit cards.

VISA   MasterCard   AMERICAN EXPRESS   DISCOVER   BCcard   DinaCard

If you selected to pay by card, enter your card number and choose Continue

Account Payment

Amount	$150.00
Method	Credit or Debit Card ▾

Account Information

* Indicates required fields

*Card number: 4444888844448880

Back   Cancel   Continue

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

Debit and Credit Card - We accept the following credit and debit cards.

VISA   MasterCard   AMERICAN EXPRESS   DISCOVER   BCcard   DinaCard

Enter your account information and cardholder billing information

Account Payment

$ Amount	▣ Method	👍 Confirmation	▤ Receipt

Amount $150.00

Method   Credit or Debit Card ▼

Account Information

* Indicates required fields

*Card account number: xxxxxxxxxxxx8880

*Name on card: Bob Touchnet

*Card expiration date: 12 ▼   2022 ▼

*Card Verification Value:
(View example)   555

Cardholder Billing Information

*Country: UNITED STATES ▼

*Billing address: 2300 MacCorkle Ave SE

Billing address line two:

*City: Charleston

*State: West Virginia (WV) ▼

* Postal Code: 25304

Option to Save

☐ Save this payment method for future use

Save payment method as:
(example My CreditCard)

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

Back   Cancel   Continue

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

Debit and Credit Card - We accept the following credit and debit cards.

VISA   MasterCard   AMERICAN EXPRESS   DISCOVER   BCcard   DinaCard

You can choose to save this card for future use by selecting the box under **Option to Save**. You can also set the card as your preferred payment method.

Option to Save

☑ Save this payment method for future use

Save payment method as:
(example My CreditCard)

Visa Card

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

After you choose **Continue**, you will be required to review the information. Choose **Submit Payment** to confirm.

Account Payment

Your card information has been saved.

Amount — Method — Confirmation — Receipt

Please review the transaction details, then submit your payment.

Payment Information

Fall 2019		$150.00
Payment Amount	$150.00	Change Amount
Payment Date		10/17/19 📅

Business Correspondence Address

UNIVERSITY OF CHARLESTON
2300 MACCORKLE AVE. SE
CHARLESTON, WV 25304
US

Confirmation Email

Primary   billpayment@ucwv.edu

Selected Payment Method

VISA - "Visa Card"

Account	Exp 12 / 22
Billing Address	Bob Touchnet
2300 MacCorkle Ave SE
Charleston , WV 25304

Change Payment Method

Back   Cancel   **Submit Payment**

After you submit, you will receive a receipt

Account Payment

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Amount	Method	Confirmation	Receipt

Payment Receipt

Your payment in the amount of $150.00 was successful. A confirmation email was sent to billpayment@ucwv.edu. Please print this page for your records.

Payment date:	10/17/19
Amount paid:	$150.00
Transaction type:	Purchase
Student name:	Bob Touchnet
Paid to:	University of Charleston
	2300 Maccorkle Avenue SE
	Charleston, WV 25304
	UNITED STATES
Web address:	https://test.secure.touchnet.net:8443/C20258test_tsa/web
Payment method:	XXXXXXXXXXXX8880
Card type:	VISA
Name on card:	Bob Touchnet

Card not present for this transaction.

Print

Schedule a Payment

You now have the option to schedule a payment to be made a later date. When you are in the payment screen, enter the future date you want the payment to be charged to your card or drafted from your bank account.

Account Payment

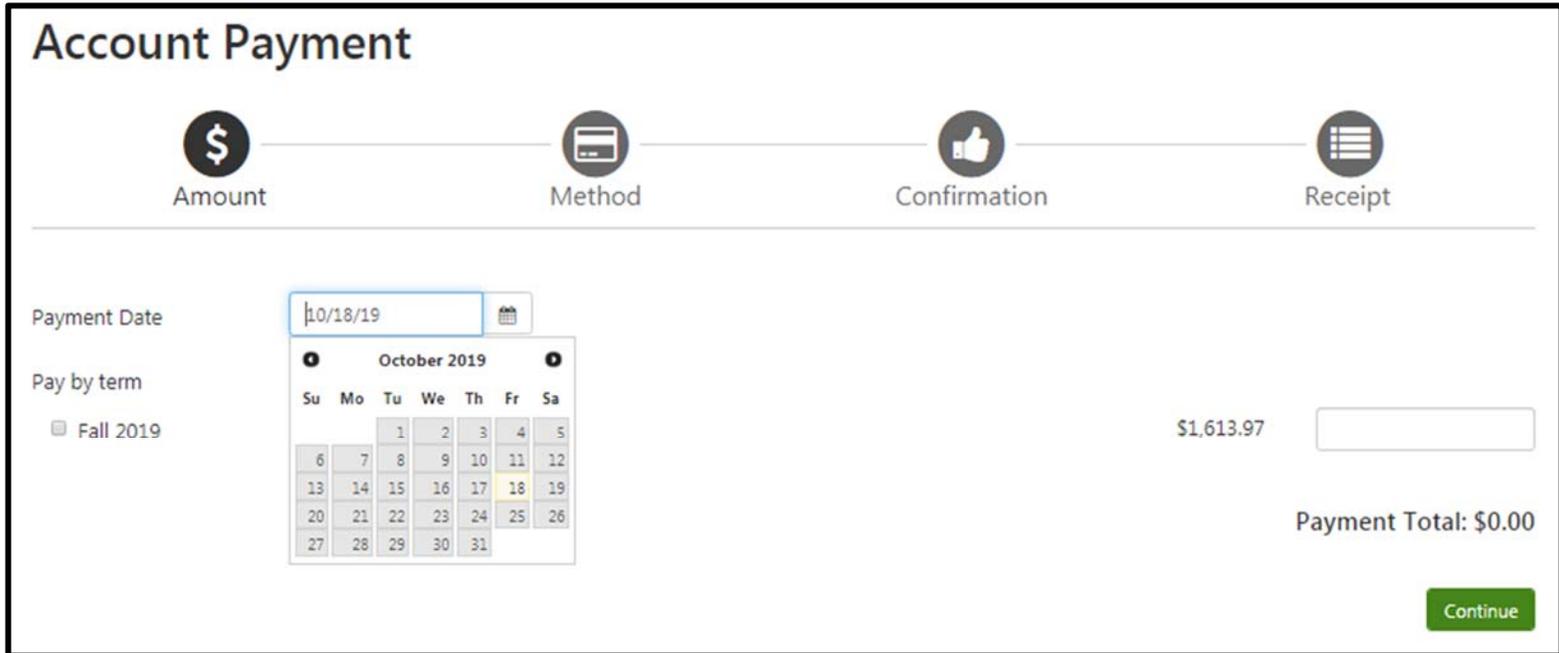| $ Amount	💳 Method	👍 Confirmation	🗒 Receipt

Payment Date: 10/18/19 📅

October 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Pay by term

☐ Fall 2019 $1,613.97

Payment Total: $0.00

Continue

Complete the payment steps as previously shown. You will receive an email on the date of the scheduled payment with a receipt.

Scheduled payments will also show on the home screen:

🏠 My Account   Make Payment   Payment Plans   Deposits   Refunds   Help

Thank you, you have successfully scheduled your payment(s) for 10/19/19.

Announcement

Welcome to the TEST University Of Charleston 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.
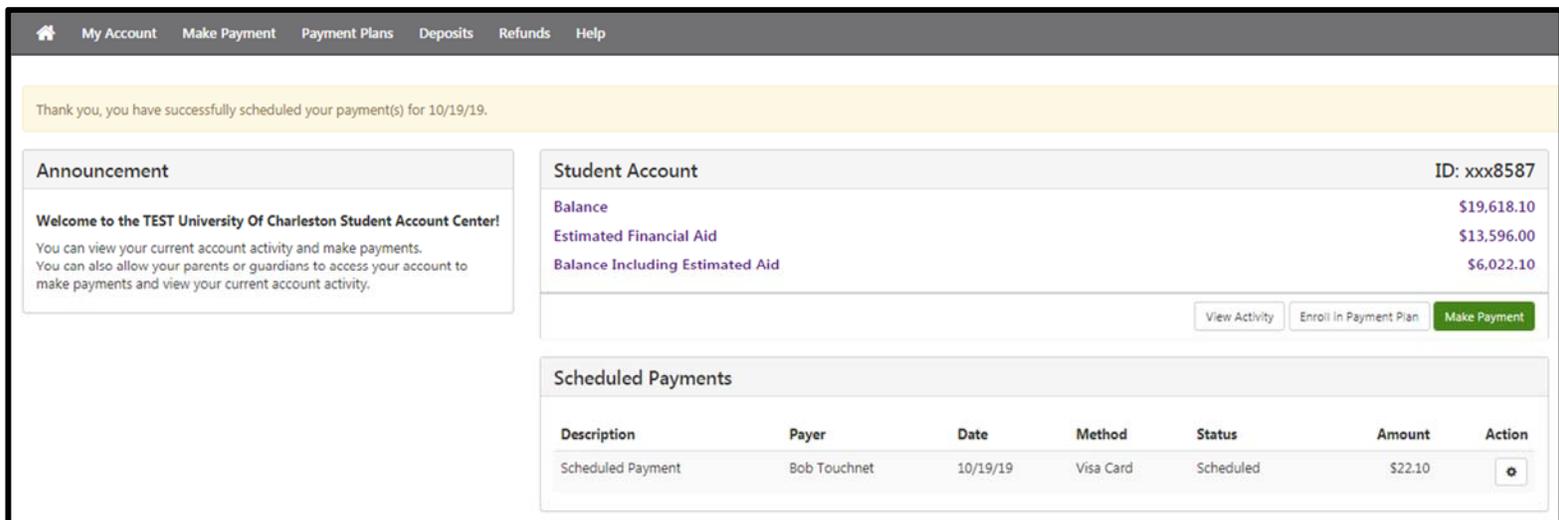
Student Account   ID: xxx8587

Balance	$19,618.10
Estimated Financial Aid	$13,596.00
Balance Including Estimated Aid	$6,022.10

View Activity   Enroll in Payment Plan   Make Payment

Scheduled Payments

Description	Payer	Date	Method	Status	Amount	Action
Scheduled Payment	Bob Touchnet	10/19/19	Visa Card	Scheduled	$22.10	⚙

If you need to make changes to this payment before it is scheduled to pay, such as change the date, method of payment, or amount, you can do so from here. Select the cog under the **Action** column in the Scheduled Payments Section

Scheduled Payments

Description	Payer	Date	Method	Status	Amount	Action
Scheduled Payment	Bob Touchnet	10/19/19	Visa Card	Scheduled	$22.10	⚙
						Edit
						Delete

Select **Edit** to make changes and the following box will open:

Scheduled Payments ✕

Edit Scheduled Payment for Student Account (0338587)

If you need to create a new payment method, please visit the **Payment Methods page** .

Term for payment: Fall 2019

Payment amount: $ 22.10

Method: Visa Card ▼

Payment Date: 10/19/19

Cancel   Save

Make any changes needed and select **Save**.

To delete the scheduled payment, select **Delete** from the cog menu. The following box will open asking for your confirmation:

Scheduled Payments ✕

Are you sure you want to delete this scheduled payment?

Cancel   OK