

# How to Sign the Financial Responsibility Agreement (FRA)

8 Steps [View most recent version](#) 

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Created by

Carroll University

Creation Date

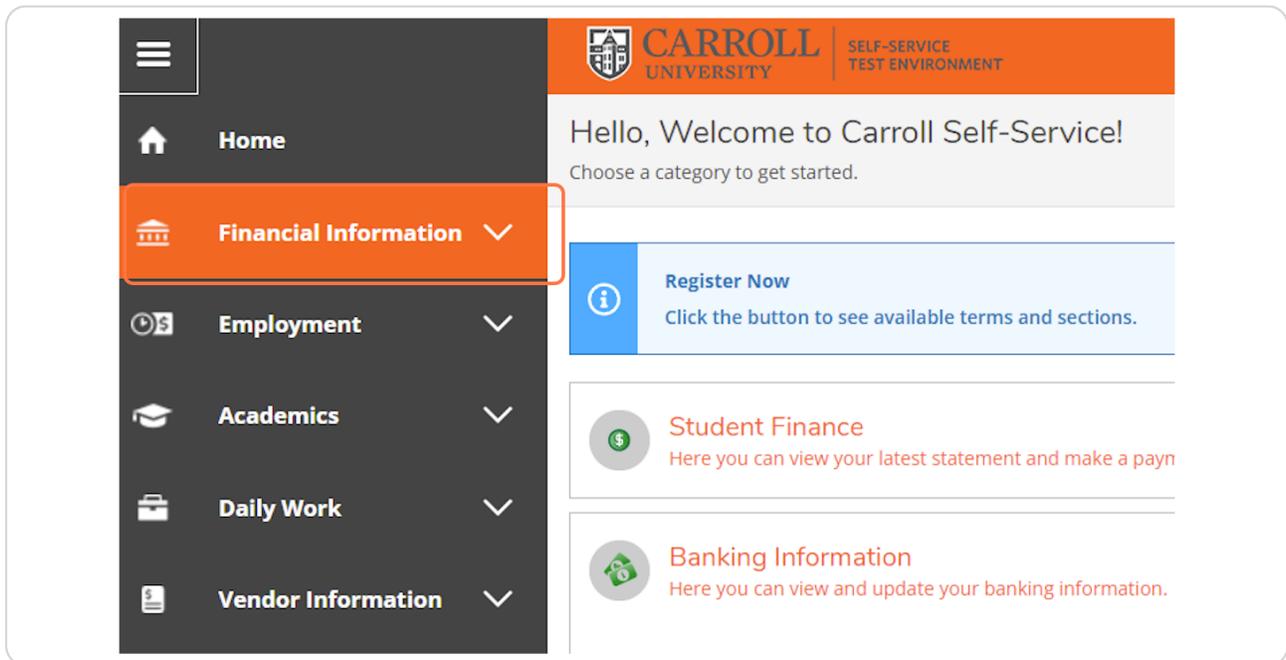
Aug 14, 2024

Last Updated

Aug 14, 2024

## STEP 1

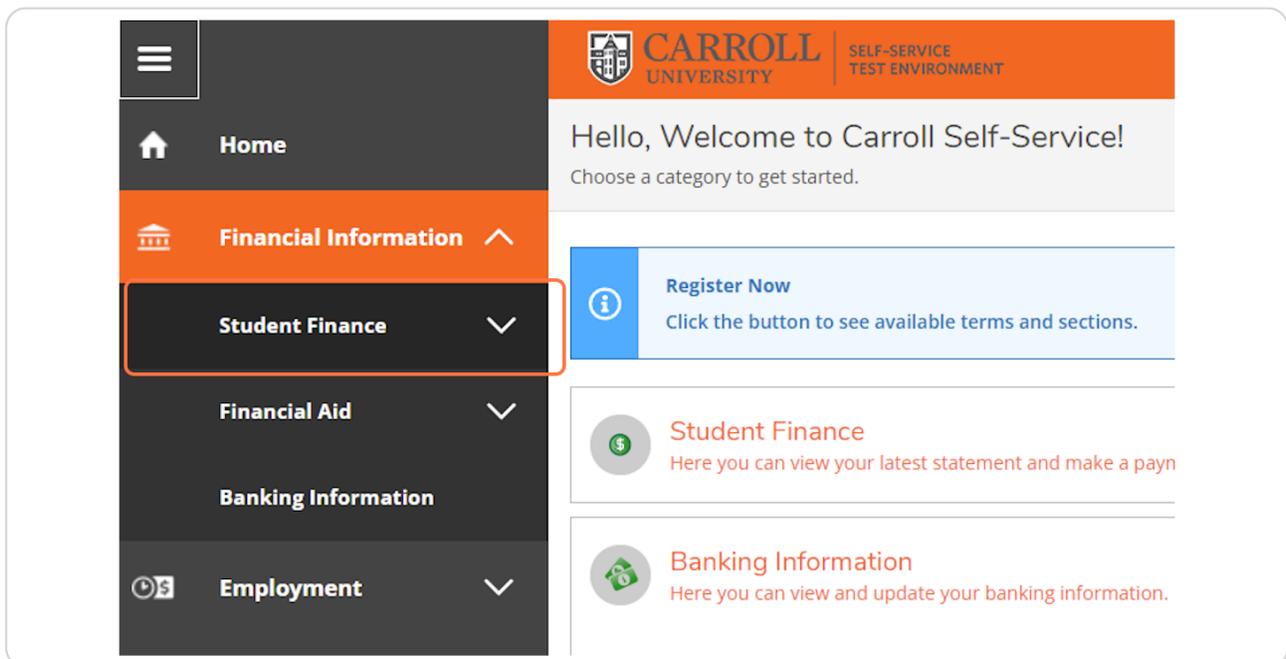
### Click on Financial Information



The screenshot shows the Carroll University Self-Service portal. The top navigation bar is orange with the Carroll University logo and the text "SELF-SERVICE TEST ENVIRONMENT". Below the navigation bar, there is a dark grey sidebar menu with a hamburger icon at the top. The menu items are: Home, Financial Information (highlighted with an orange box and a downward arrow), Employment, Academics, Daily Work, and Vendor Information. The main content area is white and contains a welcome message: "Hello, Welcome to Carroll Self-Service! Choose a category to get started." Below the welcome message, there is a blue button labeled "Register Now" with an information icon and the text "Click the button to see available terms and sections." Below the button, there are two sections: "Student Finance" with a green dollar sign icon and the text "Here you can view your latest statement and make a payn", and "Banking Information" with a green dollar sign icon and the text "Here you can view and update your banking information."

## STEP 2

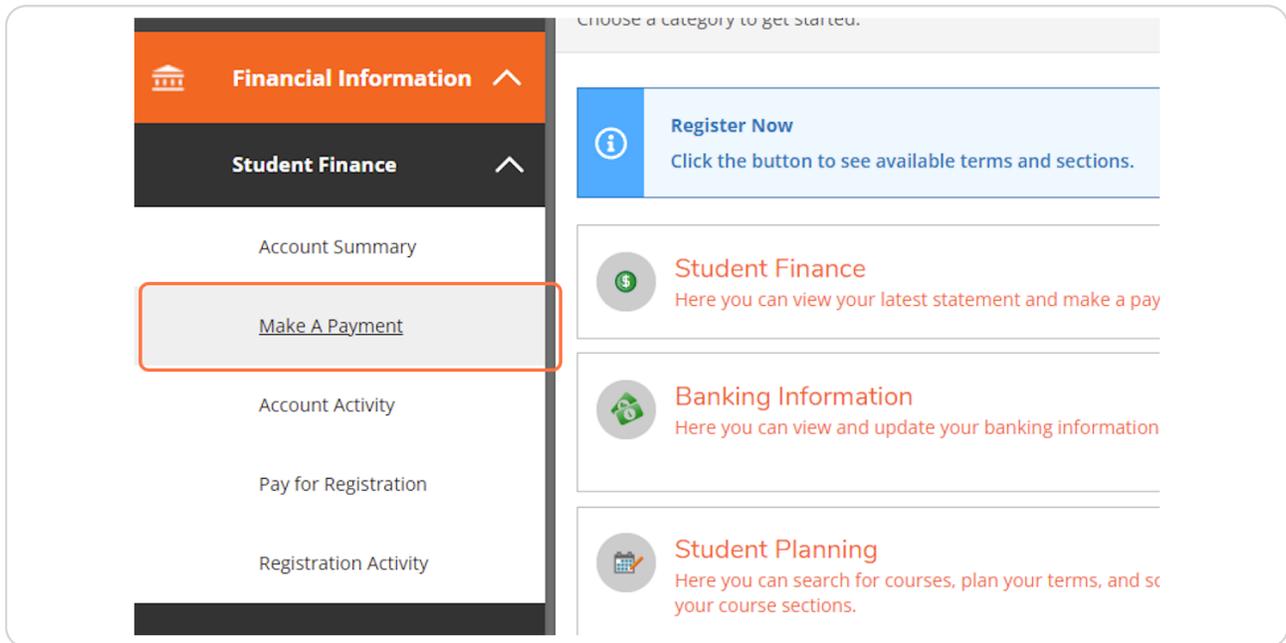
### Click on Student Finance



The screenshot shows the Carroll University Self-Service portal. The top navigation bar is orange with the Carroll University logo and the text "SELF-SERVICE TEST ENVIRONMENT". Below the navigation bar, there is a dark grey sidebar menu with a hamburger icon at the top. The menu items are: Home, Financial Information (highlighted with an orange box and an upward arrow), Student Finance (highlighted with an orange box and a downward arrow), Financial Aid, Banking Information, and Employment. The main content area is white and contains a welcome message: "Hello, Welcome to Carroll Self-Service! Choose a category to get started." Below the welcome message, there is a blue button labeled "Register Now" with an information icon and the text "Click the button to see available terms and sections." Below the button, there are two sections: "Student Finance" with a green dollar sign icon and the text "Here you can view your latest statement and make a payn", and "Banking Information" with a green dollar sign icon and the text "Here you can view and update your banking information."

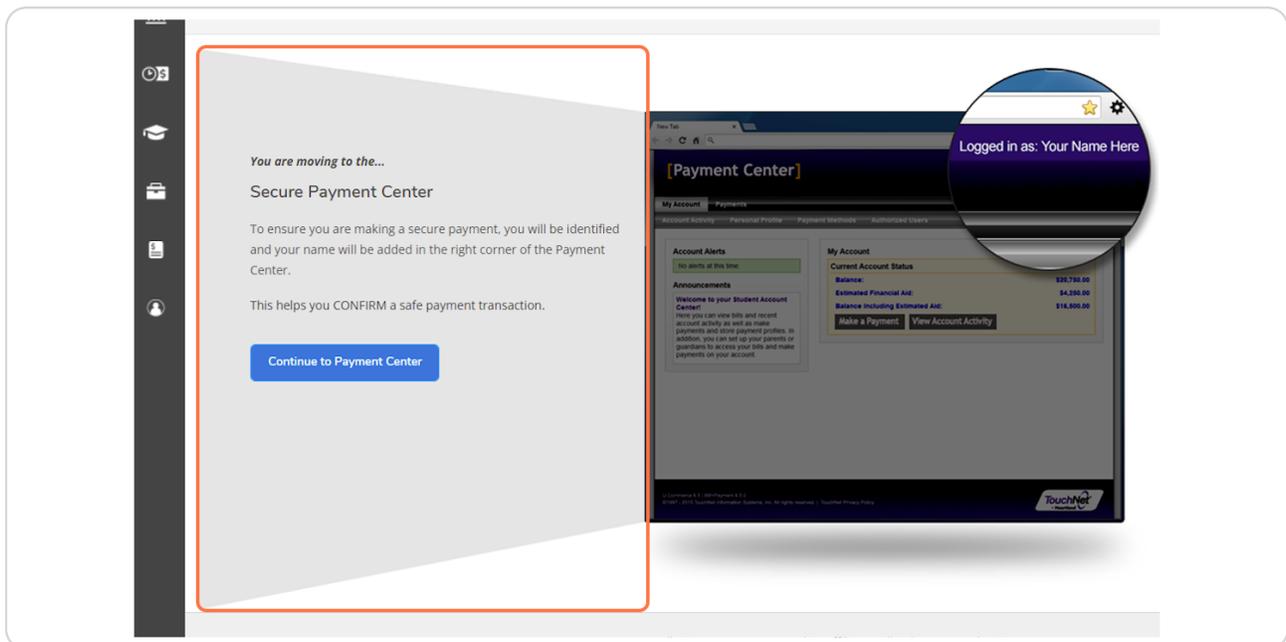
### STEP 3

## Click on Make A Payment



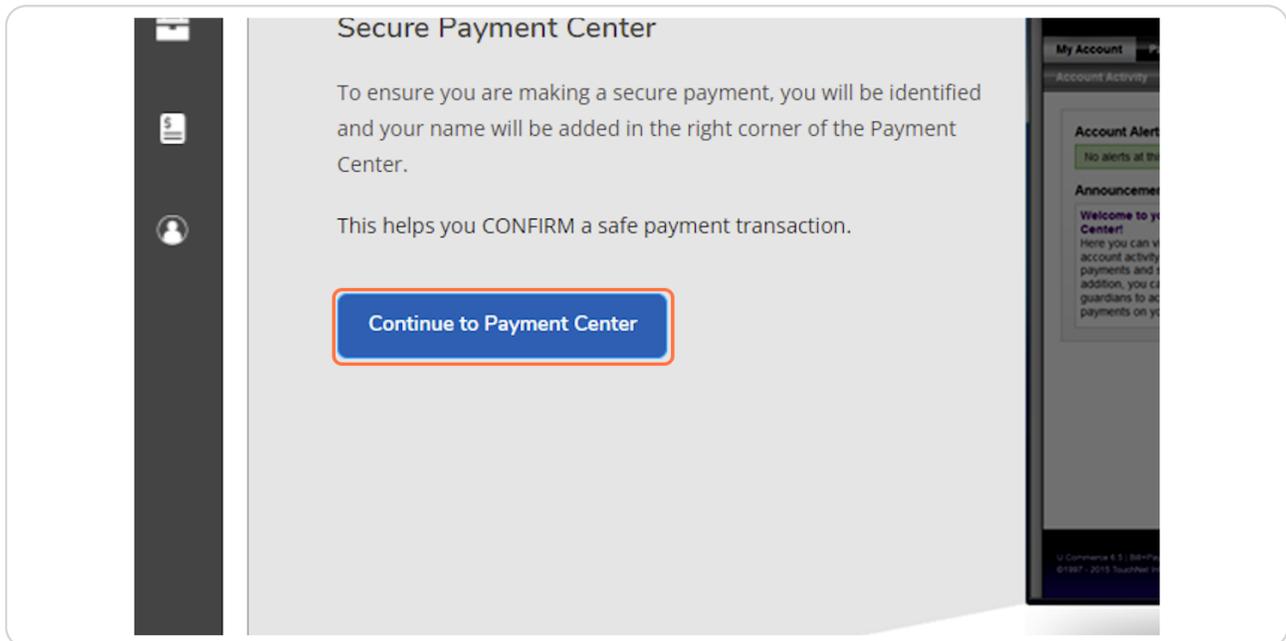
### STEP 4

## Here you will see information linking you out to our Secure Payment Center, TouchNet.



## STEP 5

### Click on Continue to Payment Center



## STEP 6

If this is your first time accessing the payment portal you will be required to read the FRA Agreement.



## STEP 7

### To agree to the terms - Click I agree

I, a student makes a financial commitment to pay the statement payment deadlines. By registering Admissions and Records, a student acknowledges to the student. The Carroll University will process all account. The terms of this agreement applies to all card used The Carroll University to charge the credit card if I am authorized user of this credit card and/or payment with my Credit Card Company or bank (I acknowledge that I will be charged a \$25.00 fee for each credit card payment).

Print

I Agree

## STEP 8

### From there you can access the payment center

The screenshot displays the Carroll University student portal interface. At the top left is the Carroll University logo. The top right shows the user is logged in. A navigation bar includes links for My Profile, Make Payment, Payment Plans, Deposits, Refunds, and Help. The main content area is divided into several sections:

- View Account:** A dropdown menu shows "Student Account: \$6,493.00" with a "View" button next to it.
- Student Account:** A summary card showing "ID: xxx0017" and "Balance: \$6,493.00". It includes "View Activity" and "Make Payment" buttons.
- Statements:** A section with an information icon and text: "Click the button to view your current account balance and details." with a "View On Demand Statement" button.
- My Profile Setup:** A sidebar menu with icons and labels for "Authorized User", "Personal Profile", "Security Settings", "Consents and", and "Electronic Referrals".
- Term Balances:** A section showing "Summer 2024" and "Fall 2024".

On the left side of the page, there are additional sections: "Carroll University Center!", "Current account activity, enroll in a payment plan, view your account to view your current balance and the Authorized User", and "Direct Refunds" with instructions on how to view account activity.

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