

How to pay your bill - Carroll Self-Service and TouchNet

17 Steps [View most recent version](#) 

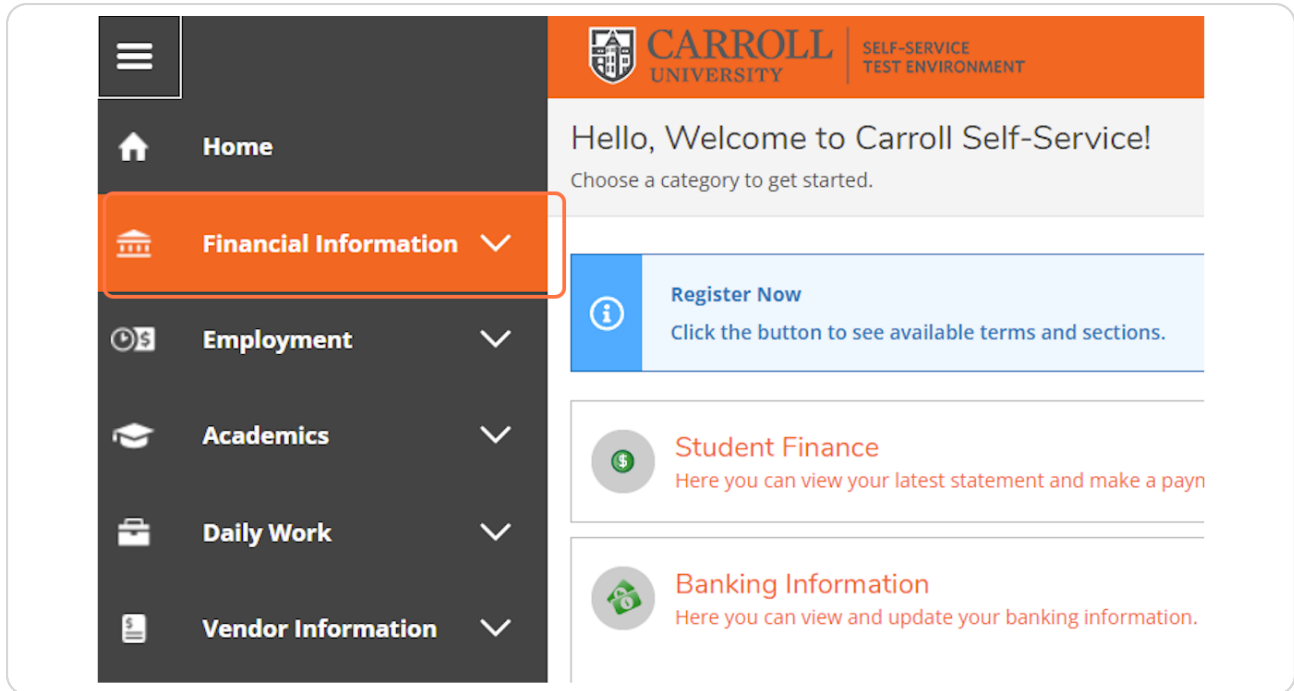
Created by	Creation Date	Last Updated
Carroll University	April 2, 2024	April 2, 2024

Navigate to Carroll Self-Service

17 Steps

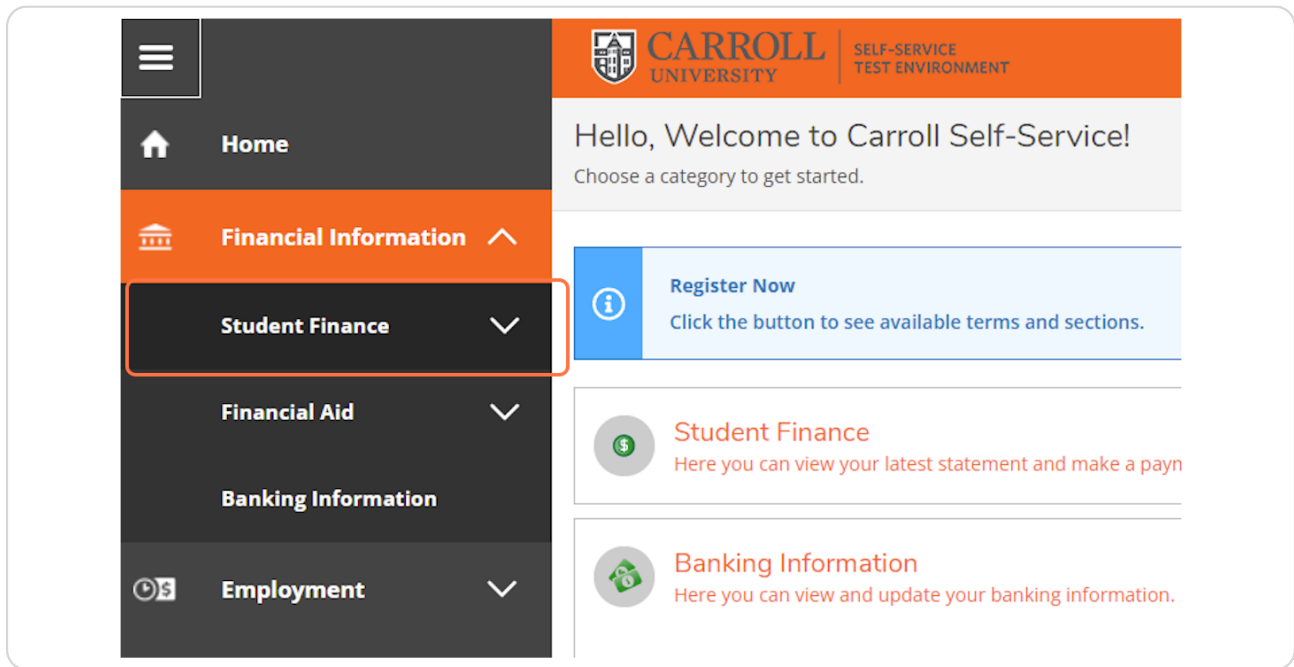
STEP 1

Click on Financial Information



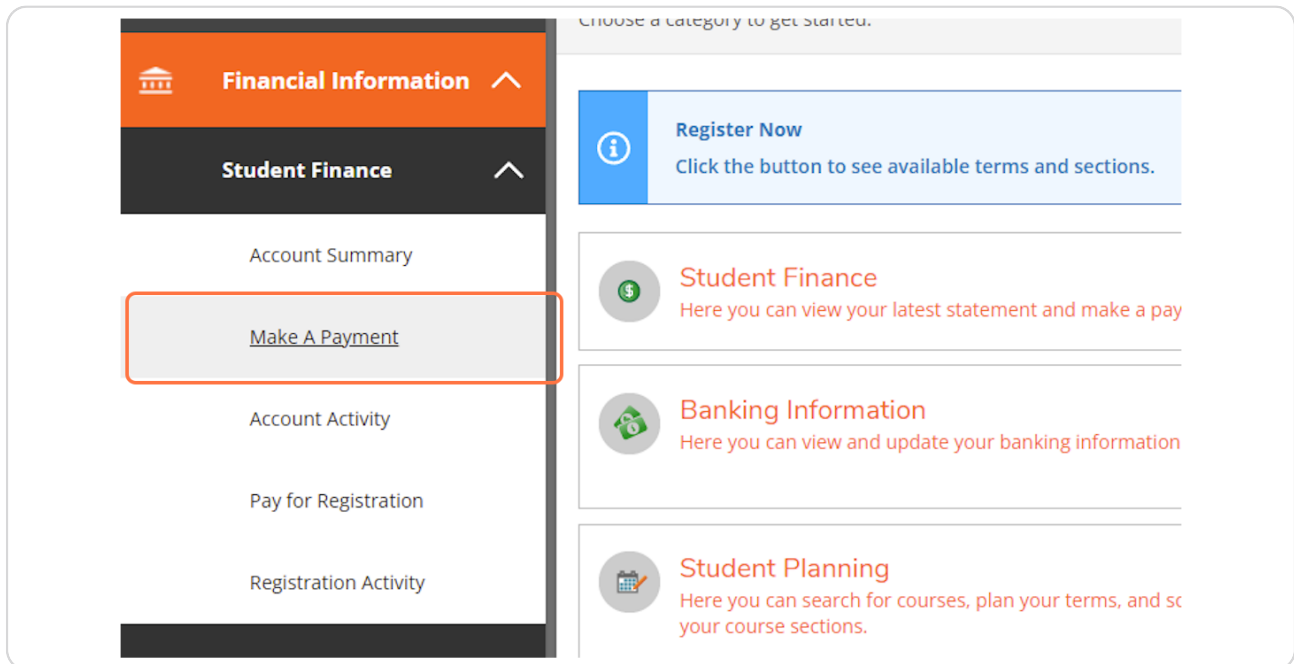
STEP 2

Click on Student Finance



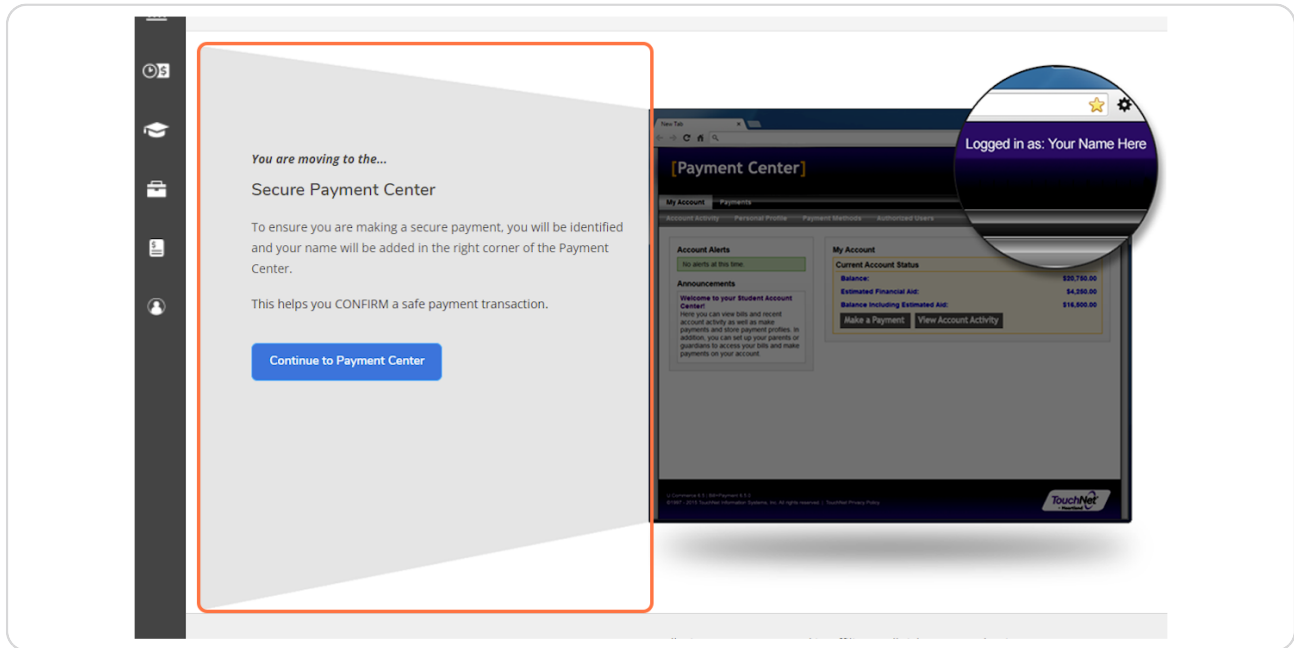
STEP 3

Click on Make A Payment



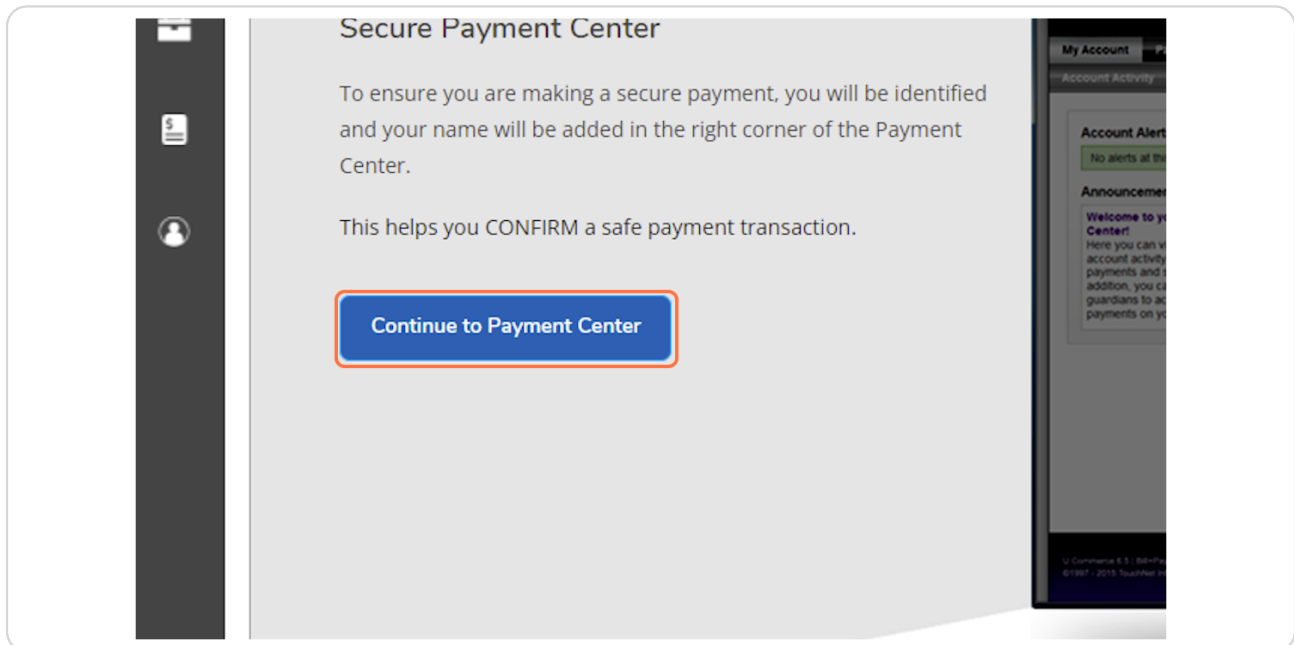
STEP 4

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



STEP 5

Click on Continue to Payment Center



STEP 6

Click on Student and Staff

Welcome to the Payment Center!

Student and Staff

Authorized User

Access to this site i

Students
DO NOT login usin
[University Self Serv](#)
Login to the [Carroll](#)
Select the Make a I

OPTIONAL: To auth
Authorized Users

Authorized Users
After a student gra
credential informat
For assistance, con

STEP 7

Sign in using your Carroll information

Welcome to the Payment Center!

Student and Staff

Login

Authorized User

Access to this site i

Students
DO NOT login usin
[University Self Serv](#)
Login to the [Carroll](#)
Select the Make a I

OPTIONAL: To auth
Authorized Users

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For assistance, con

STEP 8

Here you can view your Account Information

The screenshot shows the Carroll University Student Account portal. The header includes the Carroll University logo and a navigation bar with links: My Profile, Make Payment, Payment Plans, Deposits, Refunds, and Help. A user is logged in as 'Student Account: \$6,493.00'. The main content area is divided into three sections: a left sidebar with links like 'My Profile Setup', 'Authorized User', 'Personal Profile', 'Security Settings', 'Consents and', and 'Electronic Ref'; a central 'Student Account' section with a balance of \$6,493.00, ID: xxx0017, and buttons for 'View Activity' and 'Make Payment'; and a right sidebar with 'Term Balances' for Summer 2024 and Fall 2024. The 'Make Payment' button is highlighted with a red box.

Carroll University

Logged in as: Student Account: \$6,493.00

My Profile Make Payment Payment Plans Deposits Refunds Help

Student Account ID: xxx0017

Balance \$6,493.00

View Activity Make Payment

Statements

Click the button to view your current account balance and details. View On Demand Statement

My Profile Setup

Authorized User

Personal Profile

Security Settings

Consents and

Electronic Ref

Term Balances

Summer 2024

Fall 2024

STEP 9

Click on Make Payment

This screenshot is a zoomed-in view of the 'Student Account' section from the previous image. It shows the account ID 'xxx0017' and the balance '\$6,493.00'. The 'Make Payment' button is highlighted with a red box, indicating the next step in the process. The 'View Activity' button is also visible. The right sidebar shows the 'My Profile Setup' section with links to 'Authorized User', 'Personal Profile', 'Security Settings', 'Consents and', and 'Electronic Ref'.

ID: xxx0017

\$6,493.00

View Activity Make Payment

View On Demand Statement

My Profile Setup

Authorized User

Personal Profile

Security Settings


Consents and


Electronic Ref


STEP 10


Select which account you would like to make a payment towards.

Account Payment

Amount

Method

Confirmation

Receipt

Select account:

Student Account: \$6,493.00


Miscellaneous AR: \$395.00

Student Account: \$6,493.00

Select

Payment Date:

4/2/24



Pay By Term

Enter amount to include in the payment total.

Summer 2024 | \$6,483.00

\$

0.00

Fall 2024 | \$10.00

\$

0.00

Payment Total


\$0.00


Continue


STEP 11

Make sure the correct account is populated in the Select Account field

Account Payment

Amount

Method

Confirm

Select account:

Student Account: \$6,493.00

Select

Payme

Pay By Term

Enter amount to include in the payment total.


Summer 2024 | \$6,483.00


\$


0.00

STEP 12

Enter the Payment Date


Confirmation


Receipt

Payment Date: 

STEP 13

Enter the amount of your payment

Payment Date

Payment Amount

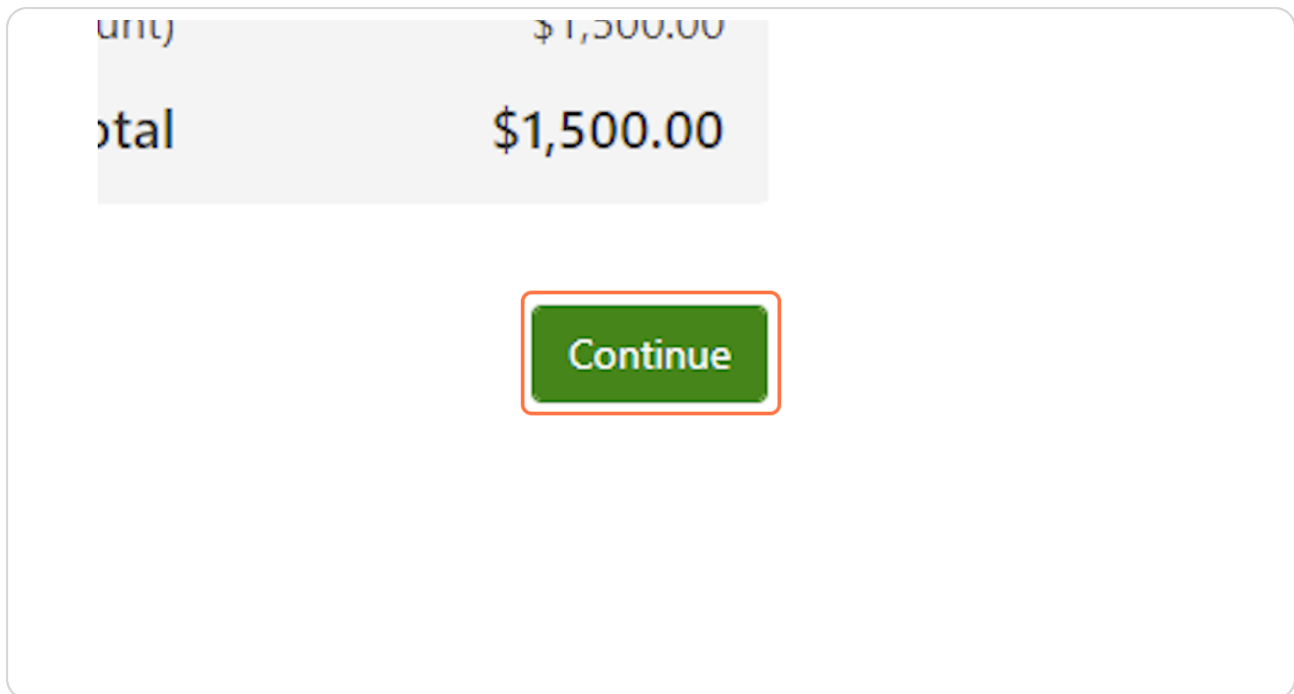
Term
to include in the payment total.

4 | \$6,483.00 \$

0.00 \$

STEP 14

Click on Continue



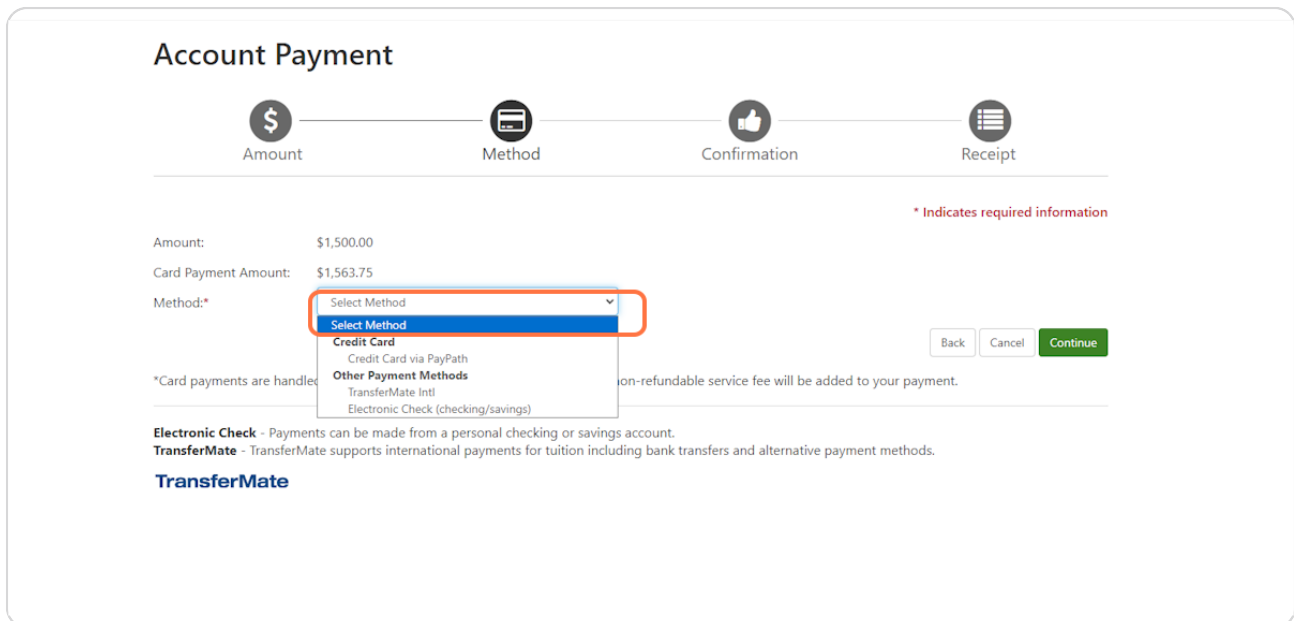
Summary of payment details:

Item	Amount
Total	\$1,500.00

Continue

STEP 15

Select your payment method



Account Payment

Progress: Amount — **Method** — Confirmation — Receipt

Amount: \$1,500.00
Card Payment Amount: \$1,563.75
Method:*

* Indicates required information

*Card payments are handled by 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.
TransferMate - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.

TransferMate

Continue

STEP 16

Click on Continue

*** Indicates required information**

ded to your payment.

ayment methods.

Back Cancel **Continue**

STEP 17

Enter your billing information and click continue

\$ Amount **Method** **Confirmation** **Receipt**

*** Indicates required information**

Amount: \$1,500.00
Card Payment Amount: \$1,563.75
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: Select account type ▼
*Routing number: (Example)
*Bank account number:
*Confirm account number:

Billing Information

*Name on account:
*Billing address:
Billing address line two:
*City:
*State: Select State ▼
*Postal Code:

Option to Save

☐ Save this payment method for future use

Save payment method as:
(example My Checking)

Refund Options

CARROLL
UNIVERSITY

