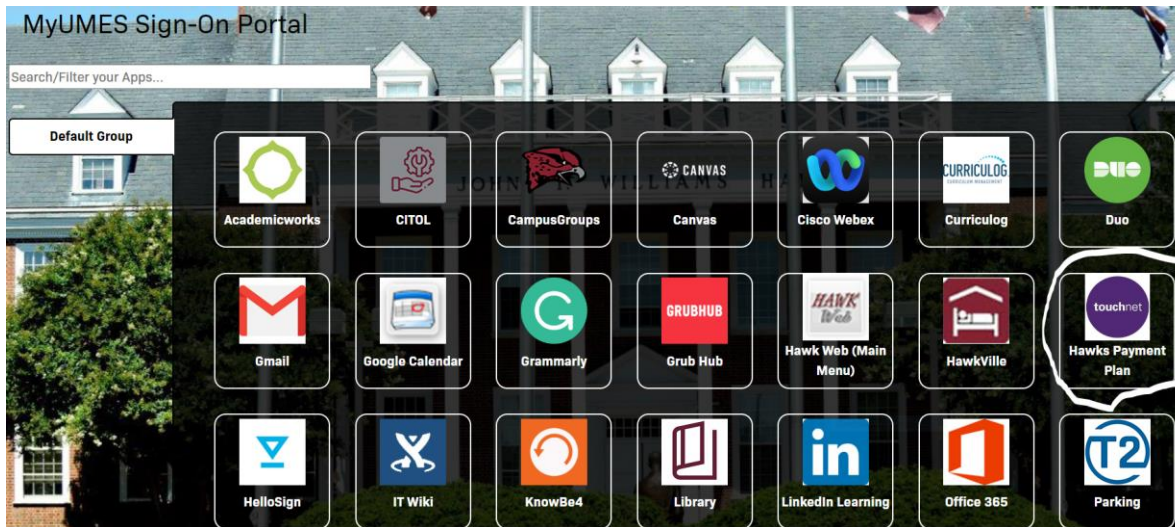


How to Set Up a Payment Profile in TouchNet

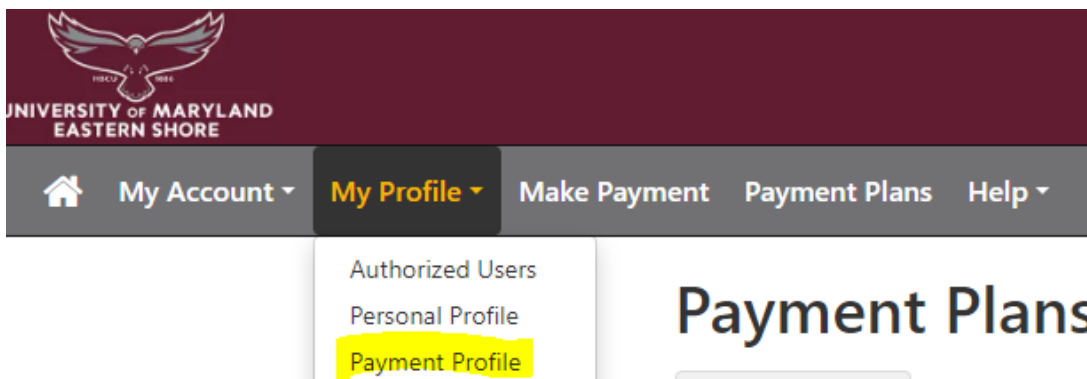
Students and Authorized Users can save Electronic Check (Checking/Savings) Accounts by setting up a payment profile. When making a payment, a dropdown option will list all saved accounts. This feature will allow students and authorized user to select which account they want to use to make the payment and not having to enter the banking information each time a payment is made.

How to set up a payment profile – Select the TouchNet Hawks Payment Plan Tile – below circled in white, found on your MyUMES Sign-On Portal:



Click This Tile:

Go to the My Profile Tab and select Payment Profile:



Then go to Add a New Payment Method, select Electronic Check (checking/savings) and hit the select button:

Add New Payment Method

Method Electronic Check (checking/savings)

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

Enter your Banking Information in the required fields as highlighted below. Please don't forget to name the payment method. If only one bank account is being entered check the box to set the account as the preferred payment method. Hit the green Continue button to continue.

Add New Payment Method

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:

*Save payment method as: (example My Checking)

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

Please read the ACH Payment Agreement and check the I Agree box and then the green Continue button.

ACH Payment Agreement ×

Name: [REDACTED]

Address: [REDACTED]

Depository: [REDACTED]

Routing Number: [REDACTED]

Account Number: {xxxxx [REDACTED]}

This agreement is dated {07/11/2024 15:34:37 PM EDT}.

For fraud detection purposes, your internet address has been logged: {131.118.97.1} at {07/11/2024 15:34:37 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: {studentaccounts@umes.edu}

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

The payment profile tab then shows your new ACH payment method has been saved. To add another payment method, go to Add New Payment Method and follow the instructions from the beginning.

Personal Profile

Payment Profile

Your new ACH payment method has been saved.

A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page.

Saved Payment Methods

Payment methods	Preferred	Modified	Action
My Checking		7/11/24 15:13:46	
test checking		7/11/24 15:39:39	

Add New Payment Method

Method

Select Method

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

Should you have any questions about saving an electronic check, please contact student accounts at studentaccounts@umes.edu or 410-651-6092 or 410-651-6093 options 7 or 8.