Is someone else making a payment for you?

Use these simple instructions:

1. Log into your Self Service account here (https://selfservice.collegeofidaho.edu/):

2. Click on the Student Finance tab:

3. On the Account Summary page, click the Make a Payment link on the right side of the page:
4. You will be taken to a Make a Payment landing page with instructions on how to log into The College of Idaho’s Student Account Suite (provided by TouchNet):

5. Click the Student Account Suite button at the bottom of the page:

6. Log into the Student Account Suite using your Student ID and PIN. Your PIN is your birthday in the format of MMDDYY, all together with no dashes or backslashes.
7. On the right menu bar, click the Authorized Users link:

![Authorized Users link](image)

8. Add the person's email address you would like to give access to your account to make payments for you.
   a. You can also change the setting for whether this person can view your payment history and account activity if you wish.

![Authorized Users window](image)

9. Click the “Continue” button at the bottom, and an agreement window will pop-up for final approval. Check the box “I Agree” and click “Continue” button.

![Agreement window](image)
10. You will be taken to an Authorized Users page and see the user you just added.
   a. From here you can “Edit” or “Delete” the user, or “Show Agreement” again.

11. The user that you authorized will receive two emails. The first one identifies the student who provided access and the username/email they will use to log into the account.

12. The second email shows the student who provided access again and provides the temporary password they will use to log into the account.
13. Send your authorized person this link (https://secure.touchnet.net/C22513_tsa/web/) and ask them to login using the appropriately marked box for Authorized Users:
14. The first time they log in, the Authorized User will be asked to add their name and change their temporary password for a real one, and select the “Save” button.

15. The Authorized User will then be taken to the Student Account page where they can click the View Activity button. From there, they can view and make payments for your Student.

16. After reviewing the account activity, you can select the “Term” for which are trying to make a payment.
a. And adjust the payment amount. For example, if the amount due was 4123.42 and you are only planning to pay half and the Student will pay the other half, then you could change the amount to be 2061.71
b. You can add a memo or note for the payment
c. And you can select a future payment date (ex: a week from now)
d. When you have finished customizing the info, click the “Continue” button

17. The Account Payment screen will take you to the Payment Method subpage, and you will be asked to select the type of payment you plan to use and click the “Select” button.
   a. The Account Info area will slide out and you fill in the card number and select the “Continue” button.

   ![Account Payment Screen](image1.png)

   b. The Account Info portion of the screen will slide down farther, and you will enter the rest of the card’s details, after which, you will click the “Continue” button.

   ![Account Payment Screen](image2.png)
18. The Account Payment screen will take you to the Confirmation subpage, and you can either go back and correct some details or, when ready, click the “Schedule Payment” button.

19. The Account Payment screen will take you to the Payment Receipt subpage, and you will be asked if you want to print yourself a copy of the receipt or just continue.

20. All done!