

# Is someone else making a payment for you?

Use these simple instructions:

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



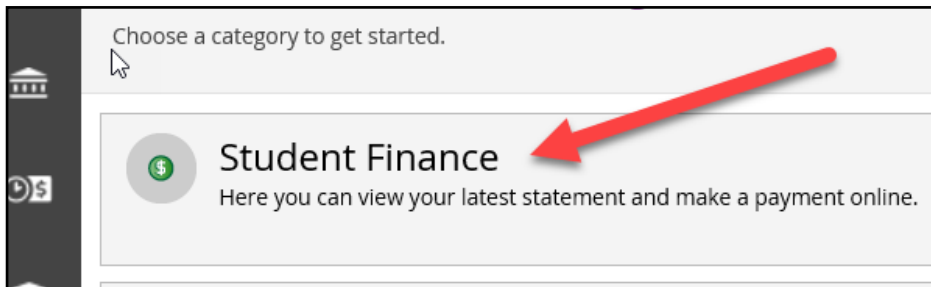
THE COLLEGE of IDAHO

Sign in

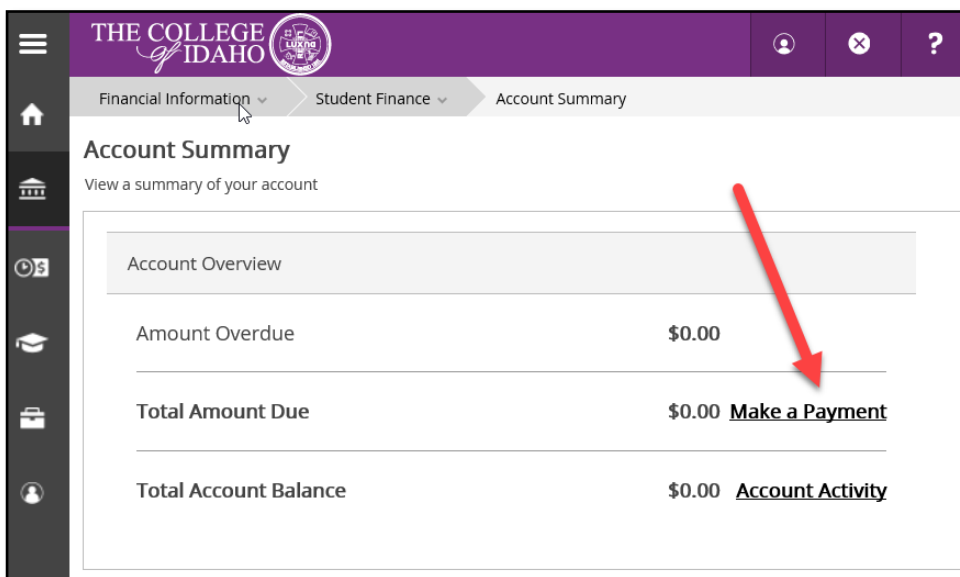
Enter your YoteNet ID and password to sign in.

YoteNet ID Password Sign in

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:



THE COLLEGE of IDAHO

Financial Information Student Finance Account Summary

Account Summary

View a summary of your account

|                       |   |
|-----------------------|---|
| Account Overview      |   |
| Amount Overdue        | \$0.00                                  |
| Total Amount Due      | \$0.00 <a href="#">Make a Payment</a>   |
| Total Account Balance | \$0.00 <a href="#">Account Activity</a> |

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):

The screenshot shows the top navigation bar of The College of Idaho website with links for College Calendar, College Store, Library, and My Coff. A search bar is on the right. Below the navigation is a menu with categories: ADMISSION, ACADEMICS, STUDENT LIFE, ATHLETICS, GIVING, ALUMNI, and PARENTS. The main content area has a breadcrumb trail: Home > Welcome to Make a Payment. The heading **WELCOME TO MAKE A PAYMENT** is highlighted with a red arrow. Below it is the sub-heading **USING STUDENT ACCOUNT SUITE FROM TOUCHNET TO MAKE A PAYMENT.** A preview of the Student Account Suite login interface is shown, featuring fields for Student ID and PIN, a Login button, and a section for Authorized Users. A red arrow points to the heading. Below the preview is a note: **To ensure you are making a secure payment, you will be required to log into Bill+Payment: 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.**

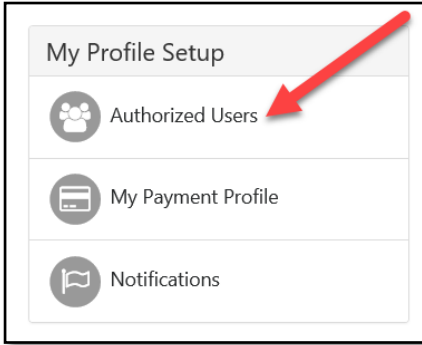
5. Click the Student Account Suite button at the bottom of the page:

The screenshot shows a text prompt: **When you are ready to make a payment, click the button below:** A red arrow points to a black button with a white play icon and the text **Student Account Suite**. A mouse cursor is positioned over the button.

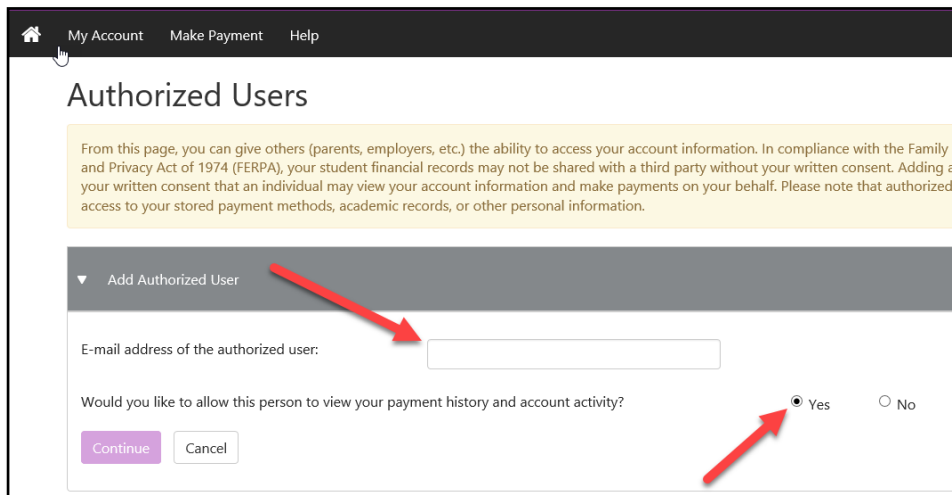
6. Log into the Student Account Suite using your Student ID and PIN. Your PIN is your birthday in the format of MMDDYY, all together with no dashes or backslashes.

The screenshot shows the Student Account Suite login form. The heading is **Students and Staff**. Below it is a note: **\*Indicates required information**. There are two input fields: **\*Student ID:** and **\*PIN:**. A purple **Login** button is at the bottom left. A partial view of the 'Welcome' section is visible on the right.

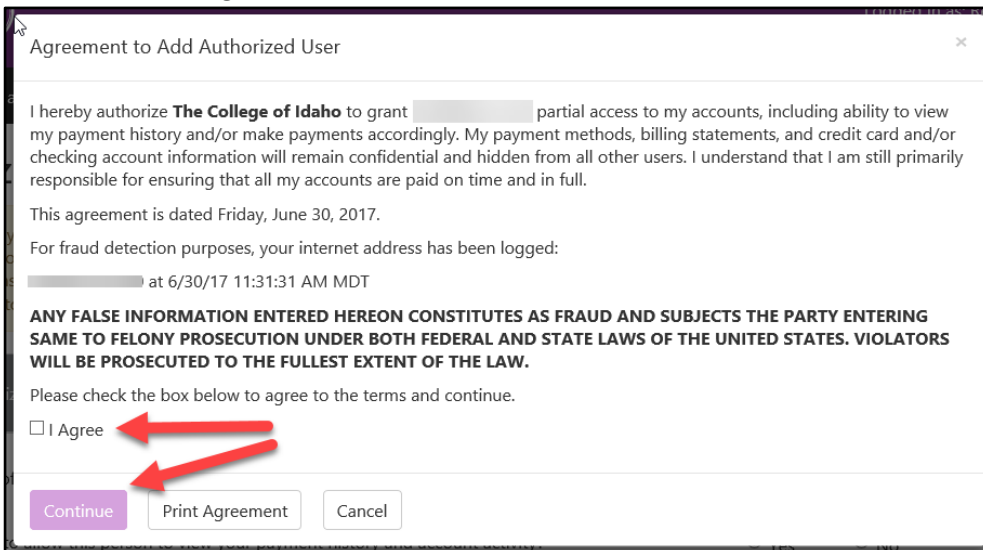
7. On the right menu bar, click the Authorized Users link:



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



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.



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.

### Authorized Users

Thank you. We have sent an e-mail to rex@ifpros.com with instructions on how to log in and view your payment plan information. This person will log in using the e-mail address you provided.  
(Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Current Authorized Users

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled payments will be canceled.

| Full name: | Email address: | Action   |
|------------|----------------|--|
|            |                | <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Show Agreement</a> |

▶ Add Authorized User

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.

BusinessOffice@collegeofidaho.edu
3:37 PM

**You have been given access**

---

The student listed below has granted you access to online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. Log in with the username shown below. For security, the initial password for this account is sent in a separate message.

**Access Information**

---

Student Name: ~~Sharia Marie Van Horn~~  
 Username: [rburch@collegeofidaho.edu](mailto:rburch@collegeofidaho.edu)

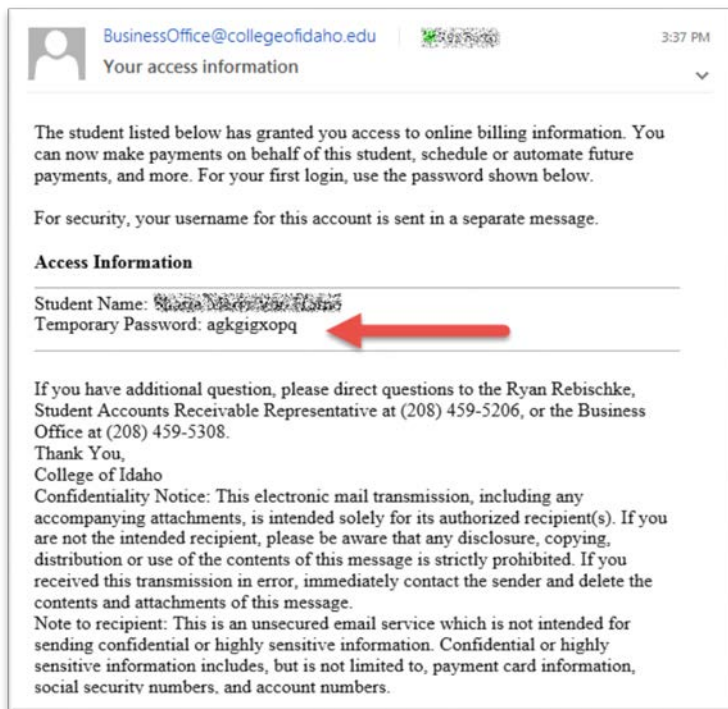
---

If you have additional question, please direct questions to the Ryan Rebischke, Student Accounts Receivable Representative at (208) 459-5206, or the Business Office at (208) 459-5308.  
 Thank You,  
 College of Idaho

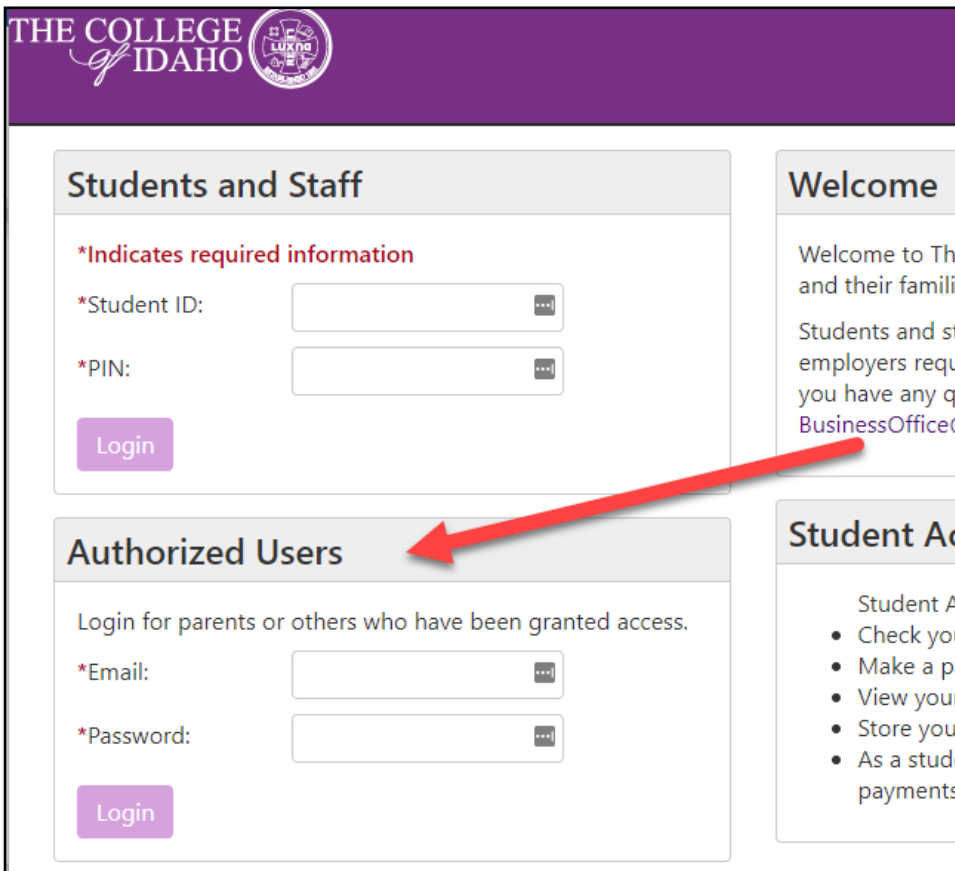
Confidentiality Notice: This electronic mail transmission, including any accompanying attachments, is intended solely for its authorized recipient(s). If you are not the intended recipient, please be aware that any disclosure, copying, distribution or use of the contents of this message is strictly prohibited. If you received this transmission in error, immediately contact the sender and delete the contents and attachments of this message.

Note to recipient: This is an unsecured email service which is not intended for sending confidential or highly sensitive information. Confidential or highly sensitive information includes, but is not limited to, payment card information, social security numbers, and account numbers.

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/](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.

The screenshot shows the 'Authorized User Profile Setup' page for The College of Idaho. The page has a purple header with the college's logo. Below the header, the title 'Authorized User Profile Setup' is displayed in a large, bold font. Underneath, the sub-section 'Profile Setup' is followed by a security notice: 'For security reasons, please change your password.' The form is divided into two main sections: 'Name and E-mail Address' and 'Password Change'. In the 'Name and E-mail Address' section, there are input fields for 'Your login ID:', '\*First Name:', '\*Last Name:', 'Email address:', and 'Secondary email address:'. The 'Password Change' section includes fields for '\*Enter your new password:' and '\*Confirm your new password:', with a note below stating '(minimum 7 characters and at least one number or special character)'. At the bottom of the form, there are two buttons: a purple 'Save' button and a white 'Cancel' 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.

The screenshot displays the 'Student Account' page. At the top, there is a navigation bar with a home icon and links for 'My Account', 'Make Payment', and 'Help'. A yellow banner at the top of the main content area contains the message 'Profile changes were saved.' with a red arrow pointing to it. The page is organized into three columns. The left column, titled 'Announcement', contains a 'Welcome' message and contact information for the College of Idaho Business Office. The middle column, titled 'Student Account', shows the account ID as 'xxx' and a message stating 'There is no activity on this account at this time.' Below this message is a 'View Activity' button, which is highlighted with a red arrow. The right column, titled 'My Profile Setup', contains three menu items: 'Personal Profile', 'My Payment Profile', and 'Notifications', each with a corresponding icon.

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**

Amount | **Payment Method** | Confirmation | Payment Receipt

Select Payment Method

Payment amount: \$4,123.42

Payment Method: Credit or Debit Card

Select

Account Information

\*Indicates required fields

\*Card number:

Continue Back Cancel

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

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

VISA | Mastercard | DISCOVER | BCard | American Express

- 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**

Amount | **Payment Method** | Confirmation | Payment Receipt

Select Payment Method

Payment amount: \$4,123.42

Payment Method: Credit or Debit Card

Select

Account Information

\*Indicates required fields

\*Card account number: xxxxxxxxxxxx

\*Name on Card:

\*Card expiration date: 07 2017

\*Card Verification Value: (View example)

Cardholder Billing Information

International Address?

\*Billing address:

Billing address:

\*City:

\*State/Province: Select State/Province

\*Postal Code:

\*Save payment method as: (e.g. My CreditCard)

Continue Back Cancel




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.

**Account Payment**

Your card information has been saved.

| Amount | Payment Method | Confirmation |
|--------|----------------|--------------|
|--------|----------------|--------------|


**Submit Payment**  
Please review the transaction details, then submit your payment.

|                       |  |
|-----------------------|--|
| Payment date:         | 7/22/16  |
| Payment Amount:       | \$4,123.42   |
| Payment type:         | Credit Card  |
| Card account number:  | XXXXXXXXXXXX   |
| Name on Card:         |   |
| Card expiration date: |   |
| Credit card type:     | Visa   |
| Paid to:              | The College of Idaho<br>2112 Caldwell Blvd.<br>Caldwell, ID 83605<br>UNITED STATES |
| Billing address:      | 2112 Cleveland Blvd  |
| City:                 | Caldwell   |
| State/Province:       | ID   |
| Postal Code:          | 83605  |
| E-mail:               |  |

[Schedule Payment](#) [Back](#) [Cancel](#)

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.

**Payment Receipt**

 Your payment in the amount of \$25.00 was successful. A confirmation email was sent to john.student@example.com. Please print this page for your records, then click Continue to complete your task in progress.

|                             |   |
|-----------------------------|---|
| <b>Confirmation number:</b> | 20091027000015  |
| <b>Payment date:</b>        | Tuesday, October 27, 2009<br>02:10:08 PM CDT  |
| <b>Description:</b>         | Transcript Request  |
| <b>Amount paid:</b>         | \$25.00   |
| <b>Paid to:</b>             | State College<br>123 Campus Way<br>Anytown, KS 66219<br>1-800-555-1212<br>http://www.campus.edu |
| <b>Account number:</b>      | xxxxxxxx2222  |
| <b>Name on card:</b>        | John Student  |
| <b>Credit card type:</b>    | Visa  |
| <b>Authorization code:</b>  | 141007  |
| <b>Transaction type:</b>    | Purchase  |

Card not present for this transaction.

[Print](#) [Continue](#)

20. All done!