

From Joe'SS navigate to Student Center>TouchNet. Re-Enter Log in information. (**Make sure you are allowing Pop-ups to continue to TouchNet**) From the TouchNet home screen on the right hand column select payment profile

The screenshot shows the Missouri S&T TouchNet interface. At the top is the Missouri S&T logo and a navigation bar with links: My Account, Make Payment, Payment Plans, Refunds, and Help. Below the navigation bar, there are three main sections. On the left is an 'Announcement' box with a welcome message. In the center is a 'Student Account' section showing 'Express Payment Options' with a dropdown menu, 'Student Account ID: xxxx7777', and a 'Balance' of '\$905.00'. On the right is a 'My Profile Setup' menu with several options: Authorized Users, Personal Profile, Payment Profile (circled in red), Security Settings, Consents and Agreements, and Electronic Refunds.

Click on the Security Settings Tab and select the preferred method to receive security codes for updating payment profiles. Enter the necessary information (email, phone, etc.) and hit send code to complete security settings profile.

My Profile

[Personal Profile](#) [Payment Profile](#) [Security Settings](#)

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

- Text message to existing or new mobile number
- Email message to existing or new email address
- Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

[Setup Method](#)

Once back to the Payment Profile tab, click on the down arrow to select Electronic Check as the Method. Click "Select" to continue.

My Profile

Personal Profile

Payment Profile

Security Settings

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. When you add a bank account as a saved payment method, you can select it for direct deposit of your refunds.

Add New Payment Method

Method

Select Method

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

Enter your checking or savings account information as indicated in the boxes on the following page, as well as the billing address associated with your bank account. If you would like you can check mark the box circled in blue below to save this payment method as your preferred payment for future payments. You can also select this account to be the account future refunds will process to by clicking on the send code button circled in red below. An email will be sent to your S&T email with a code to complete the 2 factor authentication. Once completed click 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 travelers 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:

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

Check here for an international address

*Billing address:

Billing address line two:

*City:

*State/Province:

*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.

Refund Options

A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.

The next screen is the ACH payment agreement page, you can review the information and click the “I agree” to save the payment method.

ACH Payment Agreement

Address: 300 W 13th Street
G4 Parker Hall
Rolla MO 65409-1160

Depository: JPMORGAN CHASE
9000 HAGGERTY- MI 1-8205
BELLEVILLE,MI 48111

Routing Number: 071000013

Account Number: xxxx7777

This agreement is dated 6/10/19 3:11:27 PM CDT.
For fraud detection purposes, your internet address has been logged: 131.151.47.58 at 6/10/19 3:11:27 PM CDT

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: noreply@mst.edu

Print and retain a copy of this agreement.

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

I Agree

Print Agreement Cancel Continue

From your payment profile homepage you can see which payment is your preferred payment, the account set-up to use for refunds or click on the actions icon to edit or delete payment profiles.

My Profile

Personal Profile Payment Profile Security Settings

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. When you add a bank account as a saved payment method, you can select it for direct deposit of your refunds.

Saved Payment Methods

Payment methods	Preferred	Use for Refunds	Modified	Action
Joe Miner Ck		No	6/10/19 15:13:21	

In order to have your refunds Directly Deposited into your bank account, you will need to select "YES" under "USE FOR REFUNDS" This must be a bank located in the United States.

Payment methods	Preferred	Use for Refunds	Modified	Action
Checking		Yes	4/9/20 21:35:46	

PLEASE READ THE BELOW INFORMATION:

Refunds processed by Direct Deposit will take up to 5 days after the refund has approved before you will see the money in your bank account. If any refund is Rejected by your bank or for Failed Attempts, then a check will be issued and mailed to the address you have on file in JOE'S- Local, Mailing or Permanent. **Checks are only cut on Tuesdays and mailed the following day.**

PLEASE ensure your address fields are correct to avoid the check from being returned- which will delay you getting your refund.

If your refund is issued by direct deposit, you will receive an email notification with the refund details.