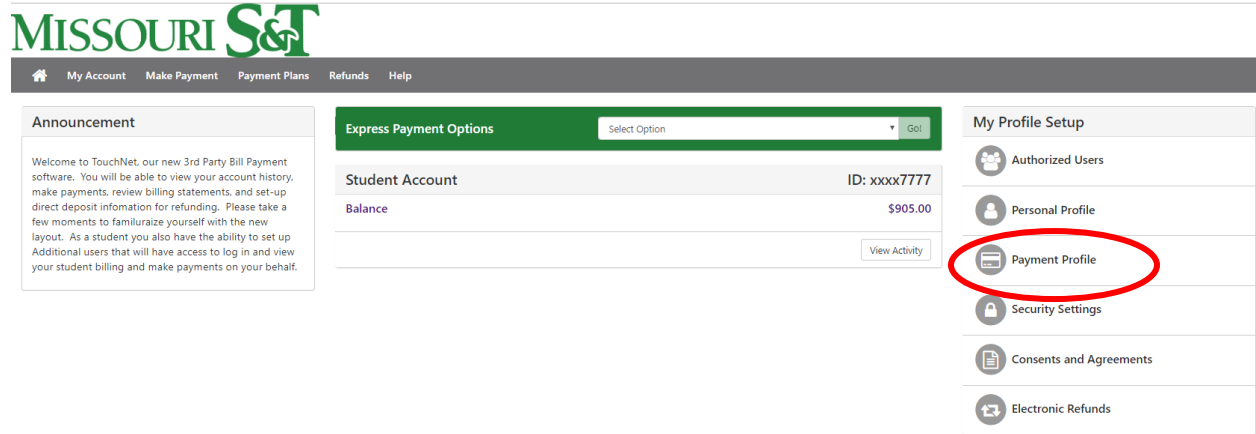


From Joe'SS navigate to Student Center>TouchNet

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



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     

**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) ▼ Select

#### 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: Select 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: Select 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](mailto: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	