

SET UP YOUR STUDENT ACCOUNT IN 5 EASY STEPS

1

CREATE A TOUCHNET ACCOUNT

TouchNet is the portal that provides you with direct access to view and pay your billing statement. You may view your student bill, sign up for eRefunds (direct deposit), pay your bill, enroll in a payment plan and more. Simply log into your myUSI account and click on the TouchNet icon.

2

CREATE AN AUTHORIZED USER

You may allow other individuals to access your TouchNet account to view and pay your bill, enroll in a payment plan or access your 1098T. Assigning authorized users also allows the Bursar's Office to talk to those individuals about your student billing and payment information. We can only share your account information with you and your authorized user(s).

3

SIGN UP FOR EREFUNDS

Through TouchNet, you may enroll in eRefunds (direct deposit). eRefunds is a fast, convenient and secure way of receiving any tuition or financial aid refund. Opt into electronic services to receive your Internal Revenue Service (IRS) form 1098T electronically so you can begin filing your taxes sooner.

4

REVIEW YOUR STATEMENT

Your billing statements are accessible through your TouchNet account. Billing statements are uploaded on or after the 1st of every month. You and authorized users will receive an email when your billing statement is available.

5

PAY YOUR BILL

Pay your bill online or enroll in a payment plan with TouchNet. You and authorized users may pay your bill in full with a credit/debit card or by eCheck (ACH). TouchNet conveniently stores your payment method for future use. The payment plan allows you and authorized users to pay your bill in monthly, interest-free installments.

FREQUENTLY ASKED QUESTIONS

HOW DO I SET UP A TOUCHNET ACCOUNT?

To set up your TouchNet account, log into your myUSI account and click on the TouchNet icon. There is no other login requirement.

Below is the homepage to help you easily navigate through all the features within TouchNet.



My Account Make Payment Payment Plans Refunds Help

Announcement Past Due Balance Students who are not enrolled in a payment plan and have a remaining balance are now past due. The Bursar's Office places a hold on accounts that prevents the student from registering and requesting a transcript. To resolve your account, students must pay in full or have adequate financial aid.	Student Account ID: xxxxxxxxx Balance \$3,397.52 View Activity Enroll in Payment Plan Make Payment 4	My Profile Setup Authorized Users 1 Personal Profile Security Settings Consents and Agreements Electronic Refunds 2
	Statements Your latest eBill Statement (2/11/19) Statement : \$3,397.52 3 View Your latest 1098-T Tax statement 2018 1098-T Statement View	Term Balances Spring 2019 \$3,397.52

1 HOW DO I CREATE AN AUTHORIZED USER?

Log into your TouchNet account and click on Authorized Users on the right-hand side. The authorized user must have a valid email address. Only you can create and delete authorized users. Once you enter the required information, the authorized user will receive an email with a temporary password and login link. Authorized users login at https://secure.touchnet.net/C21706_tsa/web.

2 HOW DO I SET UP EREFUNDS?

Signing up for eRefunds expedites your tuition or financial aid refund. To sign up, log into your myUSI and click on the TouchNet icon. Click on Electronic Refunds on the right-hand side. You will need your bank routing number and account number. Parents may also opt in to eRefunds for Parent Plus Loans if they are authorized users.

3 HOW DO I VIEW MY BILLING STATEMENT?

Each month the Bursar's Office will create a billing statement that itemizes your tuition, fees, student housing and meal plans. Students who have completed all necessary requirements for financial aid should see financial aid on the billing statement as "Authorized Aid." If your financial aid does not appear on your billing statement, you may need to accept your financial aid or complete other necessary requirements. To view your billing statement, click on view in the Statement box. To view your current activity, which is the most up-to-date, click on View Activity in the Student Account box on the homepage.

4 WHAT IS THE PAYMENT PLAN?

The payment plan allows you or authorized users to divide tuition, fees, University housing, and other costs into monthly, interest-free installments. You or authorized users may schedule payments to be processed automatically each month. To enroll, log into your TouchNet account and click on "Enroll in Payment Plan" on the homepage. There is no fee to enroll in our standard payment plans.

BURSAR'S OFFICE

LOCATION/HOURS

Orr Center, lower level
Monday—Thursday
8 a.m.—4:30 p.m.
Friday 8 a.m.—3:30 p.m.

CONTACT

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