TouchNet Delegate Instructions

(NOTE: in order to make payments, your student must grant you Delegate access on two sites; Enroll & Pay and TouchNet).

1. Log in to the Enroll & Pay Delegate site at delegate.ku.edu using the credentials you received via email from registrar@ku.edu titled “Message from your student”. Instructions can be found here: http://registrar.ku.edu/delegate-instructions (Note: Delegate must have been granted Student Financials access by their student).

2. Using the Main Menu, select “Enroll & Pay”, then “Campus Finances”, then click on the Make Payment—Recharge KU Card link.

3. Click the green “Pay Tuition, Fees and Other Charges” button to proceed. (This opens a new tab/window, so ensure that pop-ups are allowed for this site).
4. Login to the TouchNet Payment Delegate site using the unique set of credentials you received via email from stu.account@ku.edu titled “You have been given access”. (Please note: this temp password is different from your Enroll & Pay Delegate temp password. If you wish, you are allowed to make your permanent password here match the Enroll & Pay Delegate password you set earlier).

5. Click the green “Make Payment” button in the Student Account box, enter amount to pay, choose your payment method and click the Select box, then follow the instructions on screen to enter your financial information.
Account Payment

Amount: $15,154.85
Payment Date: 1/26/18
Payment Total: $5,000.00

Account Payment

Amount: $5,000.00
Method: Select Method

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

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

<table>
<thead>
<tr>
<th>Amount</th>
<th>$5,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method</td>
<td>Electronic Check (checking/savings)</td>
</tr>
</tbody>
</table>

**Indicated 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 traveler's 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:*

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**ACH Agreement**

I hereby authorize University of Kansas to initiate debit entries to my Depositary according to the terms below and for my Depositary to debit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a $30.00 return fee will be added to my student account.

Name: Payment Delegate

Address: US BANK NA

Routing Number: 101000187

Debit Amount: $5,000.00

Account Number: xxxxx6789

This agreement is dated Friday, January 26, 2018.

For fraud detection purposes, your internet address has been logged: 129.237.109.198 at 1/26/18 4:13:41 PM CST.

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: stu.account@ku.edu

I agree to the above terms and conditions. (Print Agreement)
University of Kansas Payment Instructions

Please review the transaction details, agree to the terms and conditions, then submit your payment.

Payment Information

Payment Amount  $5,000.00  
Payment Date  1/26/18

Selected Payment Method

WEBCHECK  
Account xxxxx6789  
Billing Address  Payment Delegate  
Change Payment Method

Paid To

University of Kansas  
1450 Jayhawk Blvd 23  
Lawrence, KS 66045

Confirmation Email

Primary  @ku.edu  
Secondary  @yahoo.com

By selecting the Submit Payment button, you are agreeing to the Terms & Conditions.

6. Once the payment is processed, you will see a receipt. In addition, you will receive an email with information about your payment. You may print the confirmation for your records. This receipt indicates that a transaction is acknowledged by the system and being processed.

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Payment Receipt

Your payment in the amount of $5,000.00 was successful. A confirmation email was sent to xxxxx6789@ku.edu. Please print this page for your records.

Payment date: 1/26/18  
Amount paid: $5,000.00  
Student name:  
Paid to: University of Kansas  
1450 Jayhawk Blvd 23  
Lawrence, KS 66045  
UNATED STATES  
Account number: xxxxx6789  
Name on account: Payment Delegate  
Account Type: Checking