

# VASSAR

## TouchNet Instructions

### Students:

**Log in to TouchNet:** [https://secure3.touchnet.com:443/C20911\\_tsa/web/caslogin.jsp](https://secure3.touchnet.com:443/C20911_tsa/web/caslogin.jsp)

### Authorized Users:

Your student will need to grant you access to view and make payments to their account. Once you receive the email to set-up a profile, you will be able to view billing information, make payments, and enroll in a payment plan on behalf of your student.

**Log in to TouchNet:** [https://secure3.touchnet.com/C20911\\_tsa/web/login.jsp](https://secure3.touchnet.com/C20911_tsa/web/login.jsp)

## How do I make a payment?

**Once you have logged and are on the TouchNet homepage, look for the button “Make Payment”**

The screenshot displays the Vassar TouchNet Student Account Center interface. At the top, the Vassar logo is on the left, and the user is logged in as 'ID: [redacted]' on the right. A navigation bar includes links for 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. The main content area is divided into three columns. The left column, titled 'Announcement', welcomes the user to the Student Account Center and lists actions like granting access to authorized users, creating refund profiles, enrolling in payment plans, and setting up account notifications. The middle column, titled 'Student Account', shows the user's ID, amount due (\$7,364.62), estimated financial aid (\$4,909.74), and the total amount due including aid (\$2,454.88). A 'Make Payment' button is highlighted in yellow. Below this is a 'Statements' section with a 'View Statement' button. The right column, titled 'My Profile Setup', lists options for authorized users, personal profile, security settings, consents and agreements, and electronic refunds. At the bottom right, a 'Term Balances' table shows the balance for Fall 2025 as \$2,454.88.

| Term Balances |            |
|---------------|------------|
| Fall 2025     | \$2,454.88 |



Select “Pay by Term”

Account Payment

Amount

Method

Confirmation

Receipt

Payment Date:

11/4/25

Select Payment Option

☐ Current Account Balance

\$2,454.88

☒ Pay by Term

Select which semester terms to pay

Personal Note

Enter a brief payment note

Payment Total

\$0.00

Continue

Edit the amount you wish to pay and click “Add”

Payment Date:

11/4/25

Select Payment Option

☐ Current Account Balance

\$2,454.88

☒ Pay by Term

Select which semester terms to pay

Pay by Term

Enter payment amount and click 'Add' to include in the payment total.

Fall 2025 | \$2,454.88

\$

2,454.88

Add

Once the amount has been added, you will see the payment total at the bottom of the screen reflect the payment amount. Click “Continue”

Payment Date:

11/4/25

Select Payment Option

☐ Current Account Balance

\$2,454.88

☒ Pay by Term

Select which semester terms to pay

Pay by Term

Enter payment amount and click 'Add' to include in the payment total.

Fall 2025 | \$2,454.88

\$

2,454.88

Remove

Personal Note

Enter a brief payment note

Pay by Term (Student Account)

\$2,454.88

Payment Total

\$2,454.88

Continue

Select Payment Method and Click “Continue”

## Account Payment

Amount

Method

Confirmation

Receipt

Amount:

\$2,454.88

Select Payment Method:\*

Select Method

Back

Cancel

Continue

\*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.

Enter Account details for either Electronic Check or Credit Card and click "Continue"

Amount:

\$2,454.88

Select Payment Method:

Electronic Check (checking/savings)

\* 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 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:

\*Billing address:

Billing address line two:

\*City:

\*State:

Select State

\*Postal Code:

Option to Save

☐ Save this payment method for future use

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

You must enroll in multi-factor authentication to save this as a Refund Method. Please proceed to [Security Settings](#) in My Profile to enroll.

Back

Cancel

Continue