

Payment Guide

Log into the Bill and Payment System with your **PatriotWeb** Username and Password.

Authorized Users sign in through the Authorized User area with their email, and the password set up through the Authorized User set up process.*

*To create an Authorized User, refer to the Authorized User Set Up instructions on the Student Accounts' website:

(<https://studentaccounts.gmu.edu/wp-content/uploads/AuthorizedUserSetup.pdf>)

TouchNet Login Page

Student

Login for students.

Mason Username

Password

Login

Students may log in using their Mason Username and Password. (same as Patriot Web). If you have any questions about the system, please send an e-mail to saccount@gmu.edu.

Authorized User

Welcome to George Mason University Student Account Suite. This service lets students and their families view bills, make payments, and manage the student account.

Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

E-Billing

- View and print your billing statement.

1098T

- View and print your 1098-T.

Payment Plan Management

- Enroll in a payment plan so you can pay your balance in installments.
- View your current payment plan status.
- Make a payment toward one of your installments.

System Availability Note

Our system is **unavailable** daily from 10:30 PM to 12:00 AM and Sundays from 7:00 AM to 11:15 AM (U.S. Eastern Time Zone) for maintenance.

Recommended browsers: Mozilla Firefox, Internet Explorer

powered by touchnet

GEORGE MASON UNIVERSITY

Logged in as: | Logout

My Account Make Payment Payment Plans Help

Announcement

Welcome to George Mason University's Bill and Payment System.

New: User guides on making payments, payment plan set up, and establishing Authorized Users are now available on the Student Accounts Office website.

VISA, MasterCard, Discover and American Express will be accepted **online only**, and a **2.85 percent convenience fee** will apply. Electronic check payments may be made without a fee.

Important for credit card payers: Please ensure that your credit card payments do not exceed your transaction limit. If you receive the warning 'A system error occurred, please try again later' message, do NOT reattempt the transaction until you contact your financial institution.

System Availability Note: Our system is **unavailable daily** from 10:30 PM to 1:00 AM and **Sundays** from 7:00 AM to 11:15 AM (U.S. Eastern Time Zone) for maintenance.

Need to make an international payment?
International Students please pay with Flywire

Student Account ID:GXXXXXXX

Balance \$0.00

View Activity **Make Payment**

Statements

Your latest eBill Statement (12/13/17) **Statement :** View

My Profile Setup

- Authorized Users
- Payment Profile
- Notifications

Term Balances

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This is the **Home Page**, you can get to many different sections from here.

For **making payments**, you can click on the “Make Payment” button in the middle of the screen or “Make Payment” at the top of the screen.

International students, you have the option of Flywire (aka wire transfer payments). Click here for instructions*:
[\(https://studentaccounts.gmu.edu/payment-information/\)](https://studentaccounts.gmu.edu/payment-information/)

*You may also click here when logged in.

This is the screen where you select what balance to pay.

You may choose to either pay the “**Current account balance**” or to “**pay by term**”.

Current account balance is the full balance owed between all semesters.

Pay by term is for paying the amount for one specific term (if there is a balance for that semester).

GEORGE MASON UNIVERSITY

Logged in as: Yoon H. Hwang | Logout

My Account Make Payment Payment Plans Help My Profile

Account Payment

Amount Method Confirmation Receipt

Payment Date 5/28/19

Current account balance

Pay by term

Summer 2019

Memo

-\$1.00 \$0.00

-\$1.00 -1.00

Payment Total: 0.00

Continue

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If you wish to pay a different amount than what is shown or to pay with two or more accounts:

Select “Current Account Balance” and adjust the amount in the **box on the right hand side**.

If you wish to schedule a payment on a different date: click the calendar to change **Payment Date** to a future date. The payment will be scheduled to be processed on the future date.

After changing the amount, click on continue.

Select method of payment by clicking the drop down menu “**Select Payment Method**”.

Choose method of payment and click “**SELECT**” to continue.

*The next section is only relevant for **Electronic Check Payments only**, for Credit Card payments via Paypath, please skip to the Credit Card payments instructions on page 9.

If the **payment amount** needs to be adjusted, then click “Back”.

GEORGE MASON UNIVERSITY

Logged in as: | Logout ⇄

My Account Make Payment Payment Plans Help My Profile

Account Payment

Amount Method Confirmation Receipt

Amount **\$1.00**

Method Select Method Select

Back Cancel

*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 account.

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If you **saved** your payment method, an option to select it will be displayed under **Saved Payment Methods**.

Amount \$3,566.00

Method

Select Method

Select Method

Saved Payment Methods

My checking

Other Payment Methods

Electronic Check (checking)

Credit Card via PayPath

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

Once selecting Electronic Checking as the payment option, you must put in your personal checking account information in the **boxes** on the right.

Please note, **ONLY PERSONAL CHECKING ACCOUNTS** can be used. The use of anything other than a checking account, may cause a *return check fee to occur.

GEORGE MASON UNIVERSITY

Logged in as: | Logout

My Account Make Payment Payment Plans Help My Profile

Account Payment

Amount Method Confirmation Receipt

Amount \$1.00

Method New Electronic Check (checking) Select

Account Information

* Indicates required fields

You can use any personal checking 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.

*Routing number: (Example)

*Bank account number:

*Confirm account number:

*Name on account:

Option to Save

Save this payment method for future use

Save payment method as: (example My Checking)

Back Cancel Continue

*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 account.

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*A \$50 fee is charged for all returned web checks including **incorrect** account information. So make sure to double check your information.

You may save your information for future payments.

This is a confirmation page for the electronic checking payment.
Make sure to **review the account information** before you click “Submit Payment”.
If any information is incorrect, click on “back” to re-enter your account information

 Logged in as: | [Logout](#)

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Help](#) [My Profile](#)

Account Payment


Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Submit Payment
Please review the transaction details, then submit your payment.

Payment date: 6/21/17
Payment amount: \$1.00
Account type: Checking

Routing number:	XXXXXXXX
Account number:	XXXXXXXX

Name on Account: Student's Name
E-mail: example@gmu.edu
Payment profile name: Name of account



This page confirms the payment that was made and is the receipt for the payment. It is suggested that you take a screenshot of the page to have a copy of the receipt for personal use. The student should also receive an automated email.

The screenshot shows the George Mason University payment confirmation interface. At the top, there is a green header with the university logo and navigation links. Below this is a brown navigation bar with icons for home, account, payment, and help. The main content area features a large heading 'Account Payment' and a yellow confirmation message. A table with four columns (Amount, Payment method, Confirmation, Payment Receipt) is partially visible. Below the table, a green box contains a 'Payment Receipt' message. The receipt details include payment date, amount, student name, paid to information, account number, name on account, and account type.

GEORGE MASON UNIVERSITY

Logged in as: | Logout

My Account Make Payment Payment Plans Help My Profile

Account Payment

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.

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Payment Receipt

Your payment in the amount of \$1.00 was successful. A confirmation email was sent to example@gmu.edu. Please print this page for your records.

Payment date: 6/21/17

Amount paid: \$1.00

Student name: Student's Name

Paid to: George Mason University
UNITED STATES

Account number: xxxxxxxx

Name on account: Student's Name

Account Type: Checking

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TouchNet
Heartland

This is an example of the automated email that is sent to the student. It will go to their GMU email.

-----Original Message-----

From: saccount@gmu.edu [mailto:saccount@gmu.edu]

Sent: Wednesday, June 21, 2017 9:50 AM

To: **Student's Name**

Subject: Thank you for your payment

This is an automated message to confirm that your payment has been submitted. Please note that this payment is subject to approval and final verification.

===== PAYMENT DETAILS =====

Student Name --- [**Student's Name**]

Student Account --- [**xxxxxxxxx (G number for the student)**]

Term --- [**Semester**]

Payment Method --- [**Usually the name of the bank**]

Amount --- [**\$1.00**]

CREDIT CARD PAYMENT GUIDE

Amount **\$1.00**

Method

- Select Method
- Main Checking
- New Electronic Check (checking)
- Credit Card via PayPath

Select

*Credit card payments are handled through PayPath®, a tuition payment service.

If you wish to pay by credit card, then choose “**Credit Card via PayPath**” as your method of payment, then click “**Select**”. **Please note that a non-refundable convenience fee is charged for credit card payments. The convenience fee is 2.85 % of the total payment amount.**

GEORGE MASON UNIVERSITY | Logged in as: | Logout

My Account | Make Payment | Payment Plans | Help | My Profile

Account Payment

Amount | Method | Confirmation | Receipt

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment Information	Paid To
Payment Amount: \$1.00 Change Amount	George Mason University
Payment Date: 5/1/18	Confirmation Email
Selected Payment Method	Primary: USERNAME@gmu.edu Secondary: SECONDARY EMAIL
TOUCHNET PAYPATH Change Payment Method	

[Back](#) [Cancel](#) [Continue to PayPath](#)

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A prompt confirming the payment amount and the payment type will appear. Click “**Continue to PayPath**”. **A new window will open taking the payer to the PayPath site to complete the transaction.**

PayPath

This is what the new screen that pops up will look like. Click “Continue”.

The screenshot shows the PayPath Payment Service interface. At the top, there is a purple header with the PayPath logo and the text "Payment Services". Below the header is the George Mason University logo. The main heading is "Welcome to the PayPath Payment Service!". A paragraph of text explains the service: "This service allows you to make real-time Credit or Debit card payments for George Mason University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.85% (minimum \$3.00) will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Your campus also accepts ACH bank transfers outside of this service without charge. Thank you for using PayPath." Below this text is a form with the heading "Please enter the following information:". The form contains a table with two columns: "Term:" and "Amount". The "Term:" row shows "Summer 2018". The "Amount" row shows "\$1.00". Below the table, there is a row for "Student ID" with the value "GXXXXXXXX - Student Account". Underneath the form, it says "PayPath Payment Service accepts:" followed by logos for VISA, Mastercard, American Express, Discover, Federal Exp. Administration, JCS, American Express, BCard, and Discover. At the bottom right of the form area, there are two buttons: "Cancel" and "Continue". A yellow arrow points upwards to the "Continue" button. At the very bottom of the page, there is a footer with contact information and the TouchNet logo.

PayPath® | Payment Services

GEORGE MASON UNIVERSITY

Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for George Mason University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.85% (minimum \$3.00) will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Your campus also accepts ACH bank transfers outside of this service without charge. Thank you for using PayPath.

Please enter the following information:

Term:	Summer 2018
Student ID	Amount
GXXXXXXXX - Student Account	\$1.00

PayPath Payment Service accepts:

VISA Mastercard American Express Discover Federal Exp. Administration JCS American Express BCard Discover

Cancel Continue

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Payment Amount Information

In addition to the amount paid to George Mason University, a non-refundable PayPath Service Fee of 2.85% will be added to your payment with a minimum charge of \$3.00. You will have an opportunity to approve the complete transaction before submitting payment.

Payment amount: \$1.00

Cancel Continue

The first screen show a confirmation of the payment amount.
Click “Continue” when done.



PayPath Payment Service accepts:



*Indicates required fields

Payment Card Information

- * Name on card:
- * Card account number:
- * Card expiration date:
- * Card security code: What is this?

Billing Address

Check if address is outside of the United States:

- * Billing address:
- * City:
- * State:
- * Zip code:
- * Email address:
- * Confirm email address:
- Phone number:

Select continue to review your payment details before submitting.

Cancel Continue

The next screen provides a place to enter your credit card information.
MAKE SURE TO DOUBLE CHECK YOUR INFORMATION.

All the fields with the red-stars are required.

Click “Continue” when done.

1. Amount

2. Card Information

3. Submit

4. Receipt

Review Details and Submit Payment

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to George Mason University:	\$500.00
PayPath Payment Service Fee:	\$13.75
Total payment amount:	\$513.75
School name:	George Mason University
Student ID:	xxxxx6607
Payer name:	Student Name
Billing address:	4400 Univeristy Drive
Billing city:	Fairfax
Billing state:	VA
Billing postal code:	22030
Email address:	mail@gmu.edu
Phone number:	123-123-1234
Card number:	xxxxxxxxxx2222
Browser internet address:	129.174.52.101

Terms and Conditions

I hereby authorize charges totaling \$513.75 via my credit/debit card. I understand that a PayPath Payment Service fee of \$13.75 will be charged to my credit/debit card and is not refundable under any circumstances.

I agree to the terms and conditions.

Submit Payment

Change Information

Cancel

Review the details of the payment. If everything looks correct and you agree to the Terms and Conditions, then check the “I Agree to the terms and conditions” box. Then, click “Submit Payment”.*

If the payment information is not correct, then please click “Change Information”.

**Please click the “Submit Payment” button only once, as multiple clicks may result in multiple payments.*

1. Amount

2. Card Information

3. Submit

4. Receipt

Thank you for using PayPath Payment Service!

A payment was processed and posted successfully to your George Mason University account. Please print this page as your receipt and close this payment session. A confirmation email was sent to mail@gmu.edu

Your credit card statement will reflect two transactions with the following information:

"George Mason University"	\$500.00
"PayPath Conv Fee"	\$13.75

Receipt Information

Payment to George Mason University:	\$500.00
PayPath Payment Service Fee:	\$13.75
Total payment amount:	\$513.75
School name:	George Mason University
Student ID:	xxxxx6607
Payer name:	Student Name
Billing address:	4400 Univeristy Drive
Billing city:	Fairfax
Billing state:	VA
Billing postal code:	22030
Email address:	mail@gmu.edu
Phone number:	123-123-1234
Card:	Visa
Card number:	xxxxxxxxxx2222
Date and time:	11/19/2013 02:22 PM
Browser internet address:	129.174.52.101
Reference number:	20131119000000
George Mason University receipt ID:	1127760

George Mason University Contact Information

If you have any questions concerning this transaction, please contact George Mason University at:

Contact phone:	(703) 993-2484
Contact email:	saccount@gmu.edu

Terms and Conditions

I hereby authorize charges totaling \$513.75 via my credit/debit card. I understand that a PayPath Payment Service fee of \$13.75 will be charged to my credit/debit card and is not refundable under any circumstances.

Close

Print

Click "Print" to print a copy of the receipt. We strongly advise payers to keep a copy of their receipt for their records.

Click "Close" to close PayPath window and return to the Bill and Payment System.