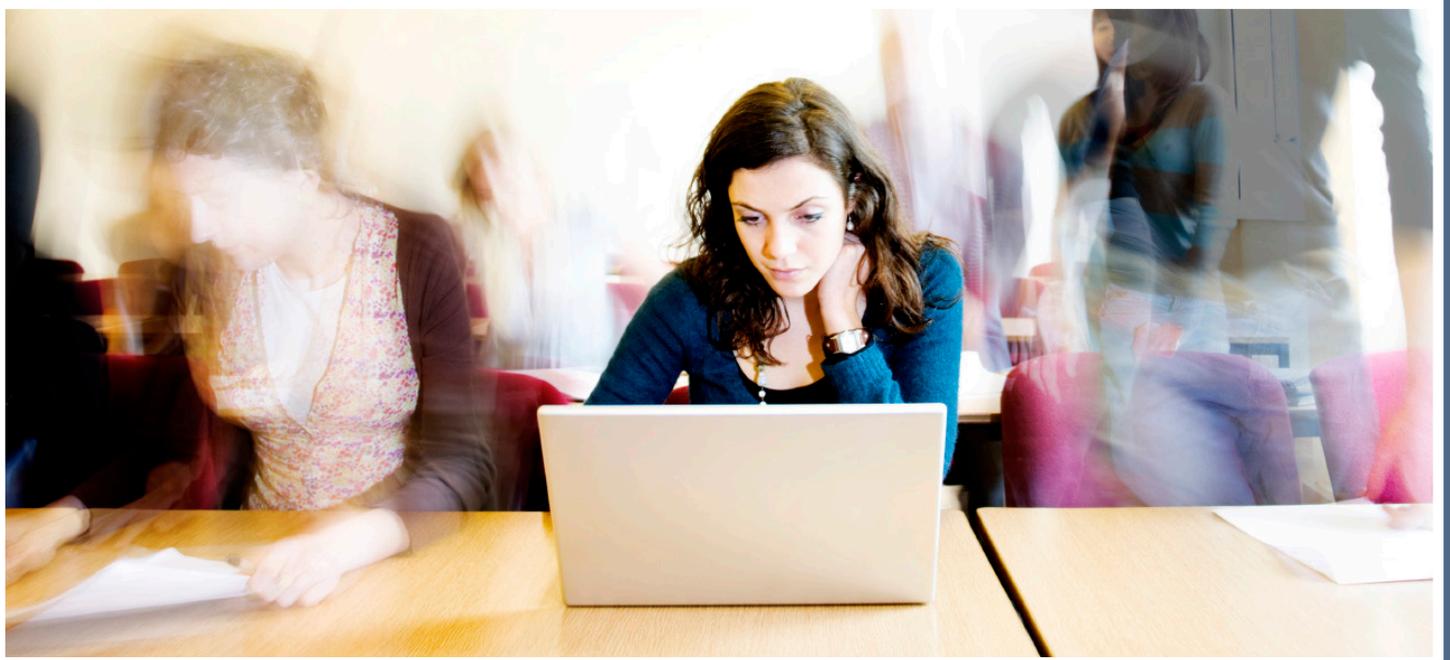


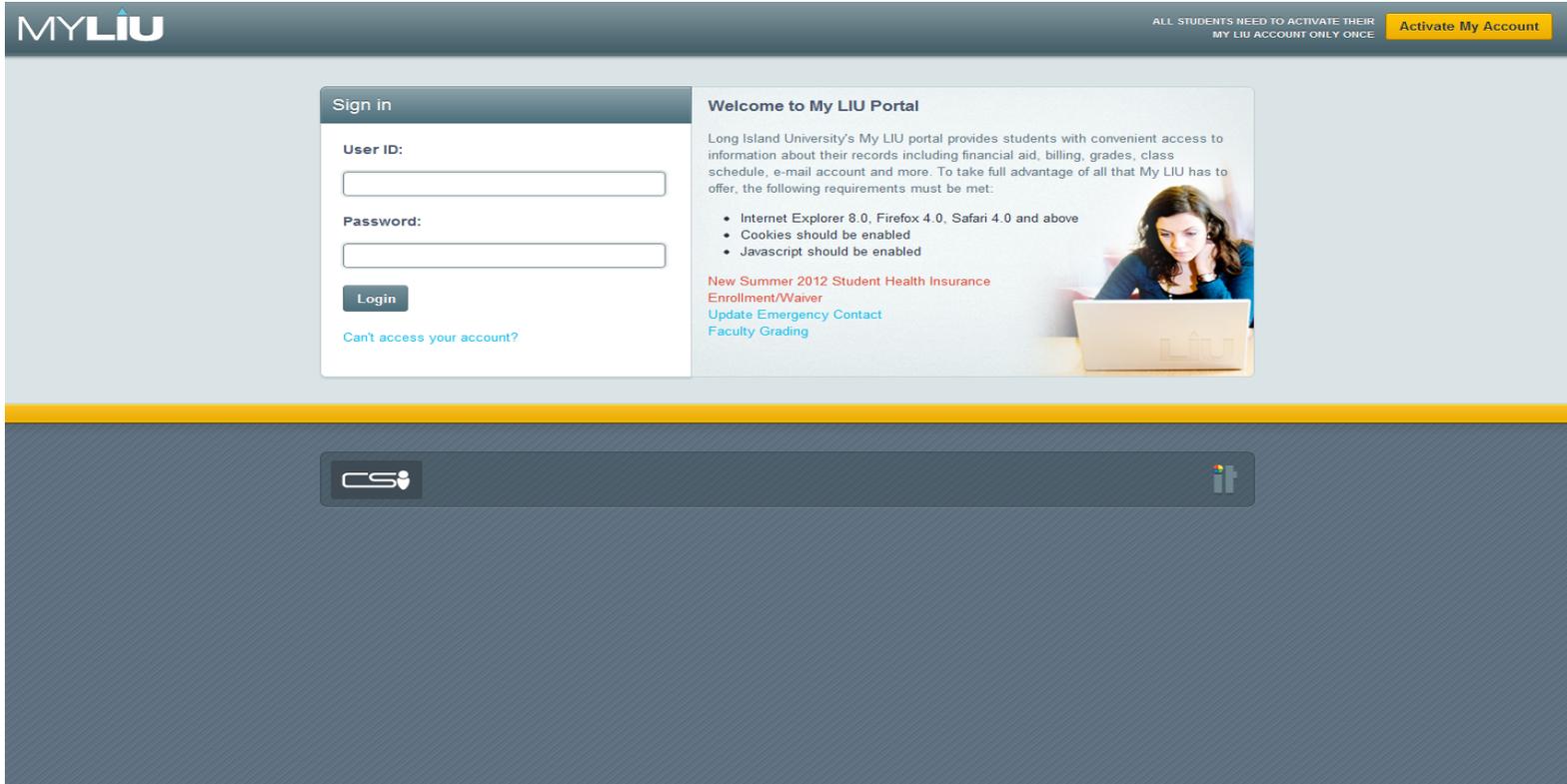
MYLIU



LIU Payment Gateway

How-to Instruction Guide
for Online Bill Payments

You can pay your bill online by logging into your MyLIU account at <https://my.liu.edu>



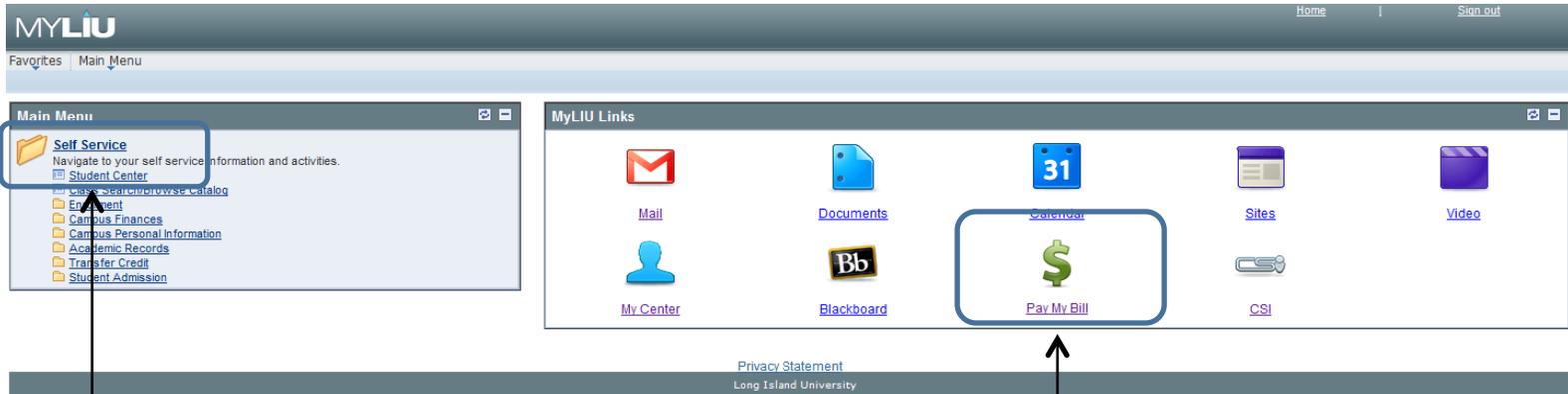
Your MyLIU account must be activated before you can make payments online. You can do this by clicking the Activate My Account Link in the upper right hand corner.

User ID: FirstName.LastName

Password: Password

Click Login

Once you have logged into your MyLIU account, you can make a payment directly from the Main Menu by clicking the “Pay My Bill” icon.



Click “**Pay My Bill**” to go directly to the MyLIU Payment Gateway.

To view your Academic, Financial, Financial Aid, Admissions, and Personal information, click on the “**Student Center**” link.

You can also make an online payment from the MyLIU Student Center page.

The screenshot shows the MyLIU Student Center interface. The top navigation bar includes 'Home' and 'Sign out'. Below the navigation bar, there are links for 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. The main content area is divided into several sections:

- Academics:** Includes links for 'Search', 'Enroll', and 'My Academics'. A 'SEARCH FOR CLASSES' button is present. A table titled 'This Week's Schedule' shows a class 'CS 506-001 LEC (2032)' on 'Tu 5:45PM - 8:25PM' in 'Pell Hall Room 304'. There are also links for 'Deadlines', 'URL', and 'Gradebook'.
- Finances:** The 'My Account' link is circled in blue. Below it, the 'Account Summary' shows 'You owe 3,429.00.' with a breakdown: 'Due Now 3,429.00' and 'Future Due 0.00'. A note states '** You have a past due balance of 3,429.00. **'. There are also links for 'View Financial Aid', 'Accept/Decline Awards', and 'Report Other Financial Aid'.
- Personal Information:** Includes 'Contact Information' with fields for 'Permanent Address', 'Preferred Address', 'Home Telephone', and 'My LIU email'.
- Admissions:** Includes a link for 'Apply for Admission' and a message: 'You do not have any pending applications at this time.'
- Right-hand sidebar:** Contains sections for 'Holds', 'To Do List', 'Enrollment Dates', 'Advisor', 'Useful Links', 'Financial Aid Links', and 'Student Financials Links'. The 'Make a Payment' link in the 'Student Financials Links' section is circled in blue.

Annotations on the right side of the page:

- An arrow points from the text 'Click here to view your account activity. You can also view your account activity in the MyLIU Payment Gateway.' to the 'My Account' link.
- An arrow points from the text 'Click here to go to the MyLIU Payment Gateway.' to the 'Make a Payment' link.

In addition, you can make an online payment from the Account Summary page.

The screenshot shows the MyLIU Account Summary page. At the top, there is a navigation bar with 'Home' and 'Sign out' links. Below that, a breadcrumb trail reads 'Favorites > Main Menu > Self Service > Student Center'. A search bar contains 'go to ...'. A set of tabs includes 'summary', 'activity', 'charges due', 'payments', and 'pending aid'. The 'summary' tab is selected, displaying the 'Account Summary' section. This section states 'You owe 3,429.00. For the breakdown, access [Charges Due](#)' and lists 'Due Now' as 3,429.00 and 'Future Due' as 0.00. A note below reads '** You have a past due balance of 3,429.00. **'. A table titled 'What I Owe' shows the following data:

Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
Spring Term 2012	3,429.00		3,429.00
Total	3,429.00		3,429.00

Below the table, it notes 'Currency used is US Dollar.' and 'Remittance Addresses'. A 'Financial Aid' section contains a 'Make a Payment' button, which is highlighted with a blue box and an arrow pointing to it from the right. The arrow is accompanied by the text 'Click here to go to the MyLIU Payment Gateway.' Below the 'Financial Aid' section, there are tabs for 'Summary', 'Activity', 'Charges Due', 'Payments', and 'Pending Aid', with 'Summary' selected. A search bar at the bottom contains 'go to ...'.

All three of these links will bring you to the MyLIU Payment Gateway. To ensure the safety and security of your online transactions, we require that you reenter your User ID and Password. If you have authorized users to make payments on your behalf, they can reach this page directly through the following link:

https://secure.touchnet.com/C23033_tsa/web/login.jsp

MYLIU PAYMENT GATEWAY

Students and Staff

*Indicates required information

*User ID:

*Password:

Login

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

Login

Forgot your password?
View saved **password hint**, or have a temporary password **e-mailed** to you.

Browser and Plugin Support

This site works best with Microsoft's Internet Explorer 7.0+, Mozilla's Firefox 2.0+, Apple's Safari 3.0+ and JavaScript must be enabled. For questions and concerns or to report an issue, please contact us at studentcenter@liu.edu.

Welcome

Welcome to Long Island University Student Account Suite. This site is a 24x7 service offered to students and their families for making payments and managing their student account.

Students and staff may log in using their User ID and Password. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to studentcenter@liu.edu.

Student Account Suite Features

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 make payments.

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Secured Site

User ID: FirstName.LastName (same as your MyLIU account)

Password: Password (same as your MyLIU account)

Once you establish an authorized user in the MyLIU Payment Gateway, they will receive an email containing their password. To log in, your authorized user must enter the email address that you specified along with the password received.

Once you have logged into the MyLIU Payment Gateway, you will arrive at the My Account page. Help desk support is available in the upper right corner. Be sure to look for account alerts and announcements in the left bar as these may change over time.

The screenshot displays the MyLIU Payment Gateway interface. At the top right, there are links for 'Center for Student Information', 'Ask for Help', and 'Log Out', along with the text 'Logged in as: Kathleen Mallon'. The main header features the 'MYLIU PAYMENT GATEWAY' logo. Below the header, there are navigation tabs for 'My Account' (selected) and 'Payments'. Under 'My Account', there are sub-tabs for 'Account Activity', 'My Profiles', and 'Authorized Users'. The main content area is divided into three sections: 'Account Alerts' with a message 'No alerts at this time.', 'Announcements' with a welcome message and instructions, and 'My Account' which shows the 'Current Account Status' as '\$3,429.00' and 'Term Balances' for 'Spring 2012' as '\$3,429.00'. There are buttons for 'Make a Payment' and 'View Account Activity'.

The “My Account” Tab allows you to view your Account Activity, Update your Profile, or Create/Modify your Authorized Users. There is also a link to Make a Payment. The “Payments” Tab allows you to Make a Payment , View Pending Payments, and view your Payment History.

My Account Tab - Account Activity View

Center for Student Information | Ask for Help | Log Out
Logged in as: Kathleen Mallon

MYLIU PAYMENT GATEWAY

My Account Payments

Account Activity My Profiles Authorized Users

Account Activity

View transactions by term: All

Estimated Financial Aid

Currently you do not have pending financial aid for the selected term.

Spring 2012 Account Activity

To sort, click on the desired column header.

Description	Code	Date	Amount(\$)
University Fee	TTF	1/12/12	345.00
Tuition-Graduate	TTF	1/12/12	3,084.00
Late Payment Fee	MIS	3/6/12	50.00
Late Payment Fee	MIS	3/6/12	-50.00
Late Payment Fee	MIS	3/6/12	50.00
Late Payment Fee Reversal	MIS	3/23/12	-50.00
Term Balance:			3,429.00

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INFORMATION SYSTEMS

The Account Activity page allows you to view up-to-date, real time transactions by term or in total by clicking the appropriate option in the drop down menu. You can also view your Estimated/Pending/Anticipated Financial Aid for an active or upcoming term. You are also provided a view of itemized charges for the term(s) selected.

My Account Tab - My Profiles

The screenshot shows the MYLIU Payment Gateway interface. At the top, the MYLIU logo is on the left, and navigation links for 'Center for Student Information', 'Ask for Help', and 'Log Out' are on the right. Below the logo, the text 'PAYMENT GATEWAY' is visible. The main navigation bar includes 'My Account' and 'Payments'. Under 'My Account', there are three sub-tabs: 'Account Activity', 'My Profiles' (which is selected), and 'Authorized Users'. The 'Profile Settings' section is active, showing a 'Personal Profile' sub-section. A yellow warning box states: 'You may update your personal profile and preferences here. If you choose to enter a secondary e-mail address (in addition to your school-assigned address), e-mails generated by this system will be sent to both addresses. If you wish to provide a parent or guardian access to your account information, please click the "Authorized Users" tab.' Below this, there are input fields for 'User ID:', 'Full name:', 'E-mail address:', and 'Alternate e-mail address:'. A green 'Save Changes' button is positioned below the 'Alternate e-mail address' field. Further down, there are three expandable sections: 'Communication', 'Saved Payment Methods', and 'Add New Payment Method'. At the bottom of the page, there is a footer with copyright information and the TouchNet logo.

The My Profiles tab allows you to view your personal information, which includes your user/student ID number, name and MyLIU email address. You also have an option to provide an alternate email address to receive payment information. You can also add a mobile phone, number, provided your carrier is listed, for text messages about recurring payments you set up. You can also view saved payment methods and either add new or edit existing saved payment methods on this tab.

My Account Tab - Authorized Users

Center for Student Information | Ask for Help | Log Out
Logged in as: Kathleen Mallon

MYLIU PAYMENT GATEWAY

My Account Payments

Account Activity My Profiles Authorized Users

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your payment history? Yes No

[Continue](#) [Cancel](#)

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Secured Site

The Authorized Users tab allows you to give a parent, guardians, sibling, friend, or employer the ability to make online payments on your behalf. You have the ability to choose whether an authorized user has access to your payment history and student account. If you select yes, your authorized user will also have the ability to discuss your financial account with campus personnel in the Office of Student Financial Services.

Please note that your authorized users DO NOT have access to your stored payment methods, academic records, grades, course schedules, or other personal information.

My Account Tab - Account Payment

Center for Student Information | Ask for Help | Log Out
Logged in as: Kathleen Mallon

MYLIU PAYMENT GATEWAY

My Account Payments

Account Payment Payment History

Account Payment

Account Payment

Current balance includes activity since your last statement, including recent payments and new charges.

Balance: \$3,429.00

[Make a Payment](#)

Pending Payments

No payments have been set up.

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The Payments tab allows you to Make a Payment and view your current balance due based on up-to-date account activity, which includes recent payments and new charges. You can also view any pending payments you have scheduled.

My Account Tab - Payment History

Center for Student Information | Ask for Help | Log Out
Logged in as: Kathleen Mallon

MYLIU PAYMENT GATEWAY

My Account Payments

Account Payment Payment History

Payment History

Payment History provides you with a comprehensive report of all payments made by yourself or others. Choose from the reporting options below.

View information for account: Student Account

▼ Select Payments to View

- Show all payments (including payments made outside this system)
- Show only payments made online through this system

▶ Select the Time Period

▶ Select a Payer

▶ Select the Payment Type

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The Payment History tab allows you to view your payments. You can view all account payments, or only those made online through the MyLIU Payment Gateway. You can narrow your search by selecting a specific time period, specific payer (such as an authorized user), or specific payment type.

Once you have navigated and familiarized yourself with the MyLIU Payment Gateway, you are ready to make a safe and secure online payment via check or credit card.

Center for Student Information | Ask for Help | Log Out
Logged in as: Kathleen Mallon

MYLIU PAYMENT GATEWAY

My Account Payments

Account Payment Payment History

Account Payment

Amount	Payment Method	Confirmation	Receipt
Select Payment			
<input type="radio"/> Current account balance:	\$3,429.00	\$ <input type="text" value="3429.00"/>	Payment Date: <input type="text" value="5/3/12"/>
<input type="radio"/> Amount due:	\$3,429.00	\$ <input type="text" value="3429.00"/>	Memo: <input type="text"/>
<input type="radio"/> Future due:	\$0.00	\$ <input type="text"/>	
Your "future due" amount may not reflect your payment for charges with due dates in the future.			
<input type="radio"/> Pay by term:			
<input type="checkbox"/> Spring 2012	\$3,429.00	\$ <input type="text" value="3429.00"/>	
<input type="button" value="Continue"/>			

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STEP ONE: *Select your Payment.* We offer students a wide range of options to ensure flexibility: Current Account Balance, Amount Due, Future Balance Due, or Payment by Term. You can also write a description of the payment type in the “Memo” section. Once you have chosen..., select Continue. Remember, you must make satisfactory payment arrangements with the Office of Student Financial Services on your campus to remain in good financial standing.

Making a Payment (continued)

The screenshot displays the MYLIU Payment Gateway interface. At the top, the MYLIU logo is on the left, and navigation links for 'Center for Student Information', 'Ask for Help', and 'Log Out' are on the right. Below the logo, the text 'PAYMENT GATEWAY' is visible. The main navigation bar includes 'My Account' and 'Payments'. Under 'Payments', there are sub-tabs for 'Account Payment' and 'Payment History'. The 'Account Payment' section is active, showing a progress bar with four steps: 'Amount', 'Payment Method', 'Confirmation', and 'Receipt'. The 'Payment Method' step is currently selected. Below the progress bar, there is a 'Select Payment Method' section. It shows a 'Payment amount' of '\$1.00' and a 'Payment method' dropdown menu with the text 'Select Payment Method'. Below the dropdown are three buttons: 'Select', 'Previous Step', and 'Cancel'. Further down, there is explanatory text for 'Electronic Check' and 'Credit Card'. The 'Credit Card' section lists accepted cards: VISA, MasterCard, DISCOVER, BCard, DinersCard, and AMERICAN EXPRESS. At the bottom of the page, there is a footer with version information and the TouchNet logo.

STEP TWO: *Select Payment Method.* You can make an online payment by Check or Credit Card. Please note that you can not use a savings account to make a payment. Use the drop down box to select which payment method you would like to use. If the payment amount is not correct, click the Amount tab above to go back. Do not click back in your browser or you may be timed out of your session for online safety and security purposes.

Making a Payment - Electronic Check

Account Payment
Payment History

Account Payment

Amount	Payment Method	Confirmation	Receipt
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Select Payment Method</p> <p>Payment amount: \$1.00</p> <p>Payment method: Electronic Check (checking)</p> <p style="text-align: center;">Select</p> <p><small>Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking account only. You cannot use savings accounts or corporate checks, i.e. credit cards, home equity, traveler's checks, etc.</small></p> <p><small>Credit Card - We accept the following credit cards.</small></p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div> </div> <div style="width: 50%;"> <p>Account Information</p> <p><small>*Indicates required fields</small></p> <p><small>Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.</small></p> <p>*Routing number: <input type="text"/> (View example)</p> <p>*Account number: <input type="text"/></p> <p>*Confirm account number: <input type="text"/></p> <hr/> <p>Billing Information</p> <p>*Name on account: <input type="text"/></p> <p><input type="checkbox"/> Check here for an international address</p> <p>*Billing address: <input type="text"/></p> <p>Billing address line two: <input type="text"/></p> <p>*City: <input type="text"/></p> <p>*State/Province: Select State/Province</p> <p>*Postal code: <input type="text"/></p> <hr/> <p>Option to Save</p> <p><input type="checkbox"/> Save this payment method for future use</p> <p>Save payment method as: <input type="text"/></p> <p><small>(e.g. Primary Checking)</small></p> </div> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> Continue Previous Step Cancel </div>			

Making an online check payment is easy, especially if you have a check with you to gather the required information. Click “view example” if you need help finding your routing number. You will need to confirm your account number for validation purposes as well. If you plan to make another payment using your checking account, select the option to “save” for faster future payment processing. Your checking account information will be stored safely and securely. Please note that it will take 2-3 days for your check payment to clear your account, so be mindful and ensure the necessary funds remain in your account until your electronic check clears your bank.

Making a Payment – Credit Card

My Account
Payments

Account Payment
Payment History

Account Payment

Amount	Payment Method	Confirmation	Receipt
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Select Payment Method</p> <p>Payment amount: \$1.00</p> <p>Payment method: Credit Card</p> <p style="text-align: center; background-color: #4CAF50; color: white; padding: 2px; display: inline-block;">Select</p> </div> <p><small>Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking account only. You cannot use savings accounts or corporate checks, i.e. credit cards, home equity, traveler's checks, etc.</small></p> <p><small>Credit Card - We accept the following credit cards.</small></p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 5px;"> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Account Information</p> <p><small>*Indicates required fields</small></p> <p>*Card account number: <input style="width: 100%;" type="text"/></p> <p>*Name on card: <input style="width: 100%;" type="text"/></p> <p>*Card expiration date: 05 2013</p> <p>*Credit card type: </p> <p>*Card Verification Value: <input style="width: 100%;" type="text"/></p> <p><small>(View example)</small></p> </div> <div style="width: 45%;"> <p>Cardholder Billing Information</p> <p>International Address? <input type="checkbox"/></p> <p>*Billing address: <input style="width: 100%;" type="text"/></p> <p>Billing address line two: <input style="width: 100%;" type="text"/></p> <p>*City: <input style="width: 100%;" type="text"/></p> <p>*State/Province: Select State/Province</p> <p>*Postal code: <input style="width: 100%;" type="text"/></p> </div> </div> <div style="margin-top: 10px;"> <p>Option to Save</p> <p><input type="checkbox"/> Save this payment method for future use</p> <p>Save payment method as: <input style="width: 100%;" type="text"/></p> <p><small>(e.g. My CreditCard)</small></p> </div>			
Continue Previous Step Cancel			

Making an online credit card payment occurs real time, provided you have the available credit when the payment is made. If you are using a debit card, be sure to check your daily limits. Click “view example” if you need help finding your CVV code. You will need to enter the cardholder billing information for validation purposes as well. If you plan to make another payment using your credit card, select the option to “save” for faster future payment processing. Your account information will be stored safely and securely.



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