Office of Student Financial Services

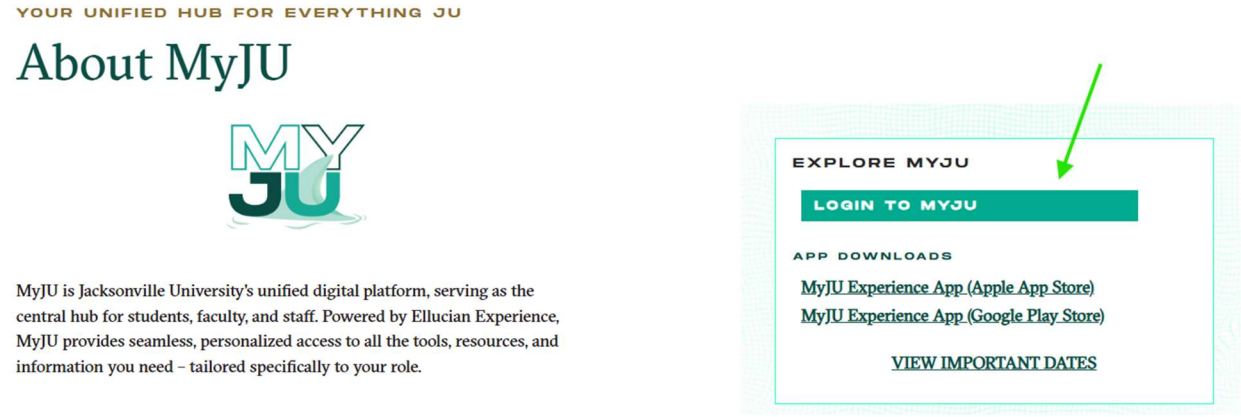
How to Make a Payment as an Authorized User

Updated November 2026

You can make a payment on a student's account once the student has granted you Authorized User access in both Self-Service and TouchNet. If you have received your login email and completed the Authorized User registration process, please follow the instructions below to make a payment.

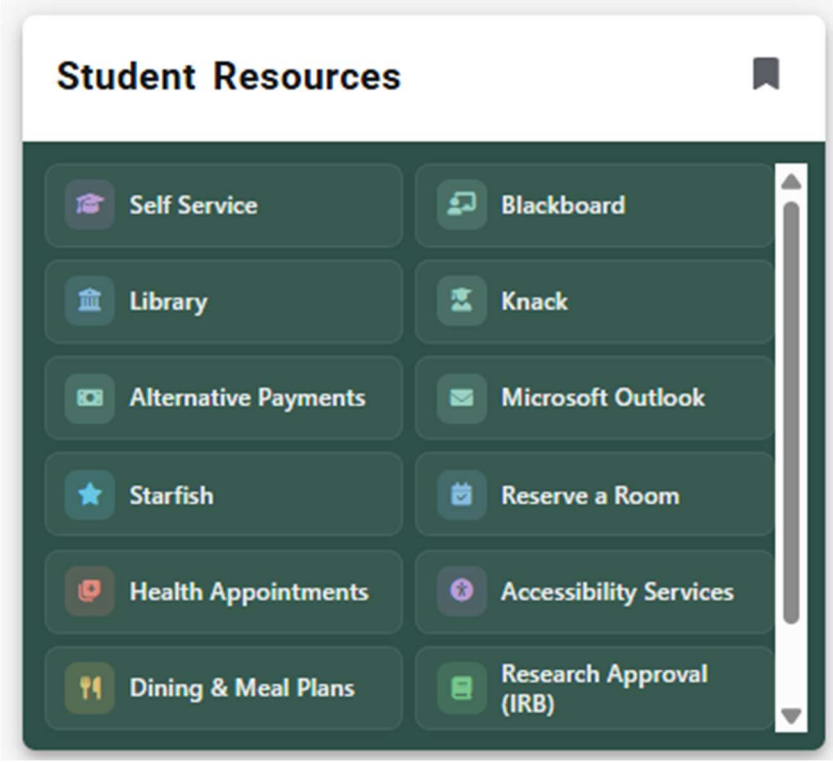
Important: TouchNet Authorized User access is separate from the authorization you may have already granted through Self-Service. **Even if you have given someone access to Self-Service, you must also add them as an Authorized User in TouchNet for them to access your billing and payment information.** Instructions on how students can give authorized user access through TouchNet are available on the website.

Step 1. Log into **my.ju.edu**. You can start from the **myJU webpage** on our website.

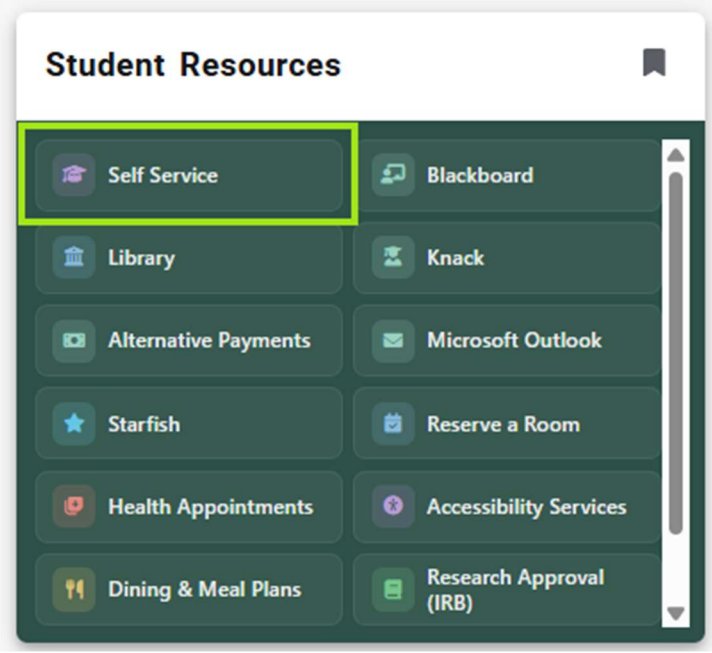


Step 2. After completing log-in steps with your student username and password, you should be taken to the myJU homepage.

From here, look for the box labeled "Student Resources". Where this box may be different for you, as the page is customizable.

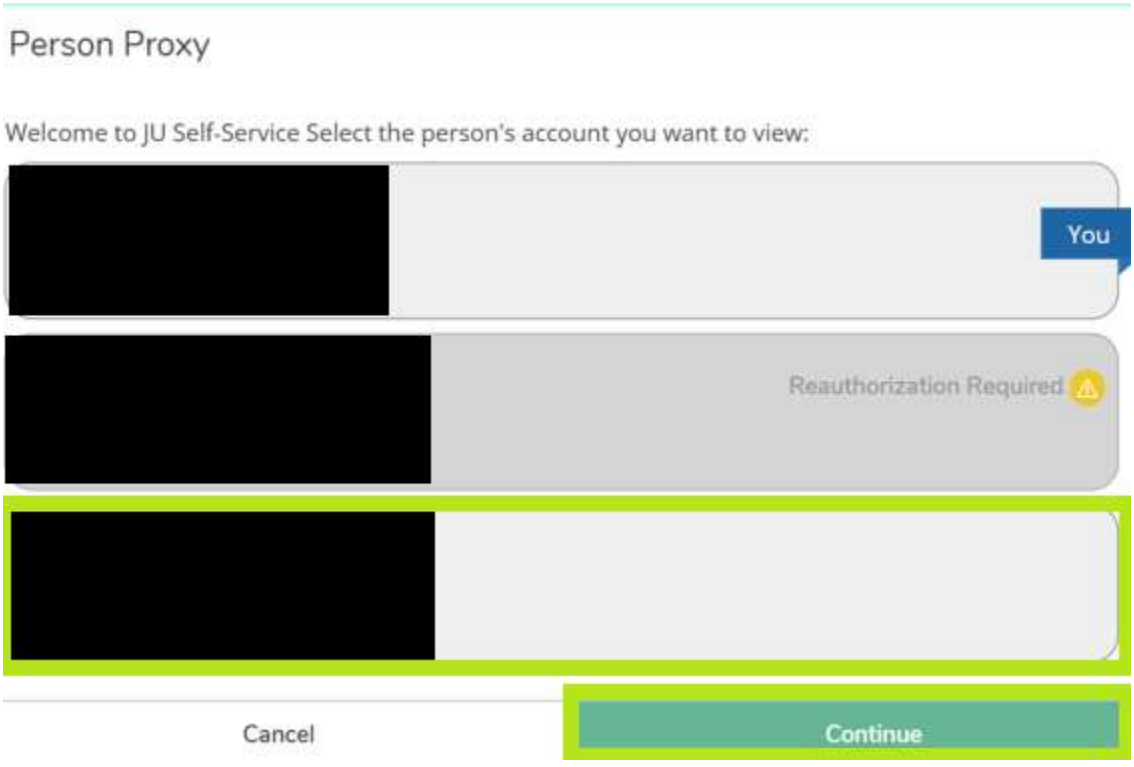


Step 3. To access Self-Service, click the Self-Service link.

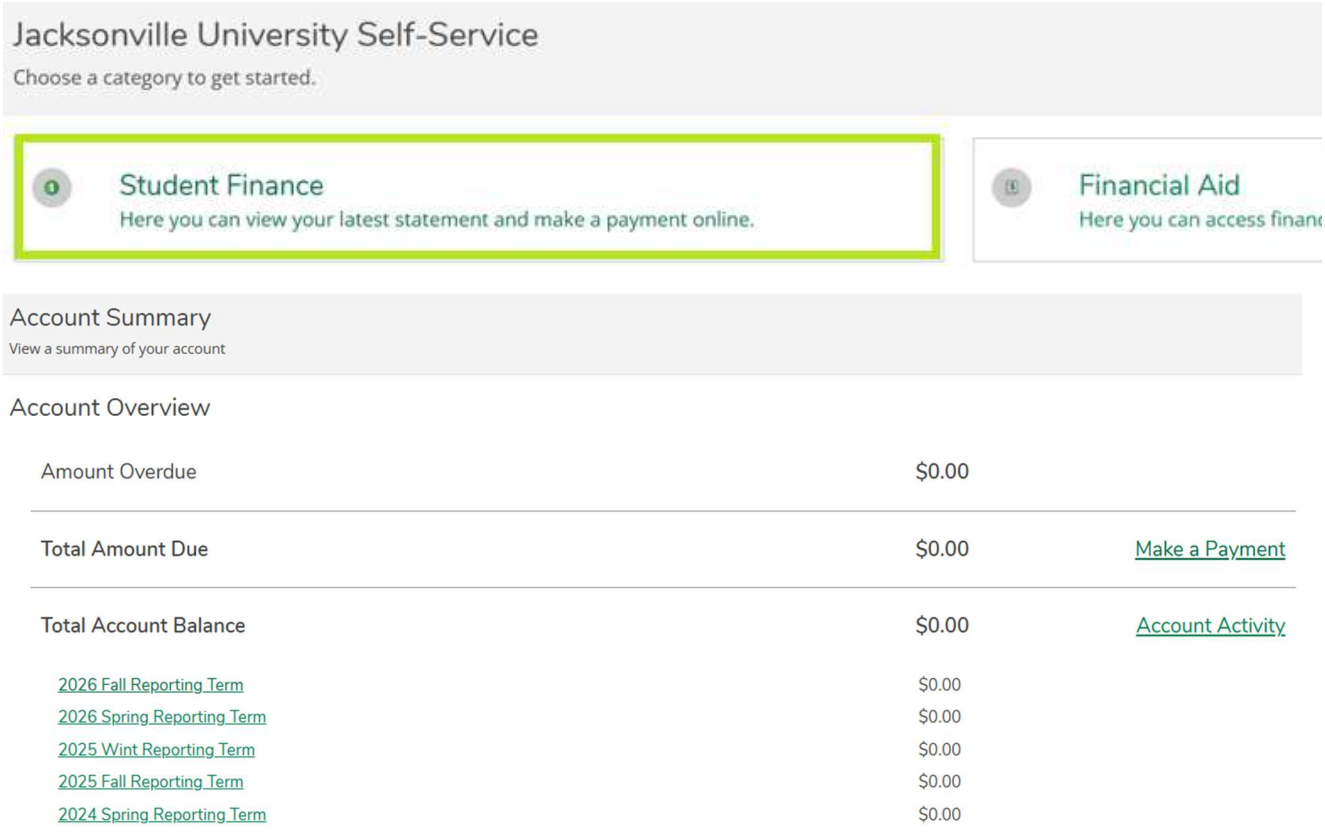


You should now find yourself on the JU Self-Service homepage.

Step 4. Authorized Users will need to click on the **Student's name** to view the student's statement, and then **Continue**.



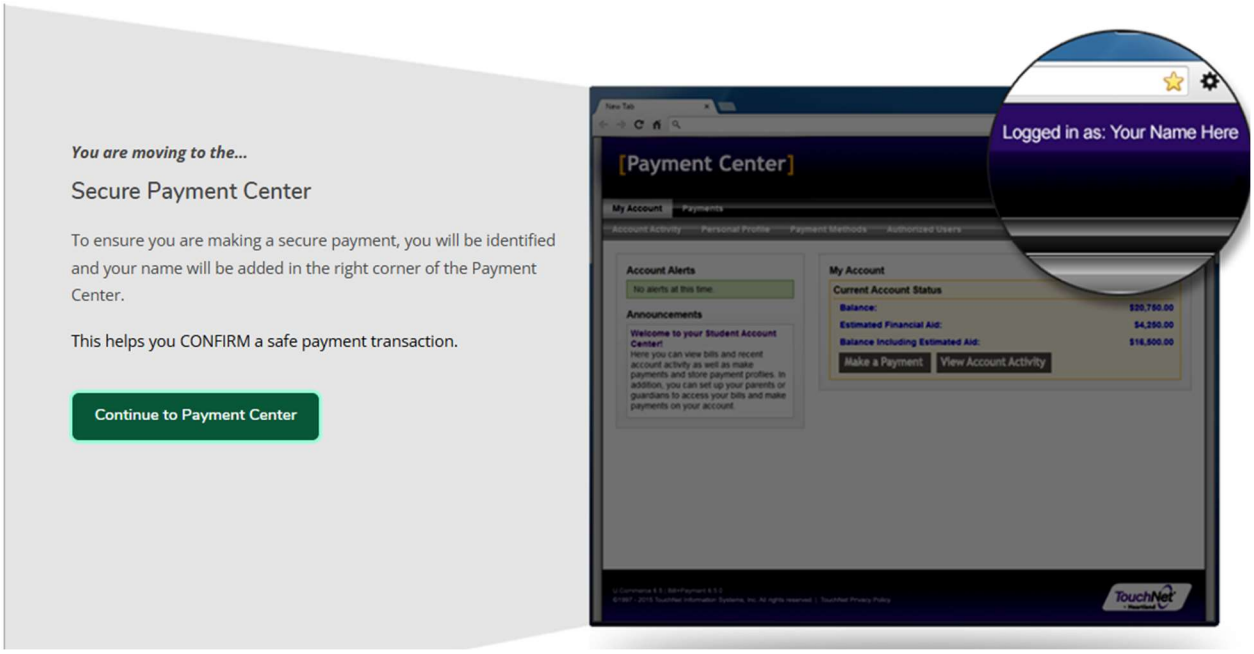
Step 5. After logging in, click on Student Finance to access the Student Account information on the **Account Summary** landing page:

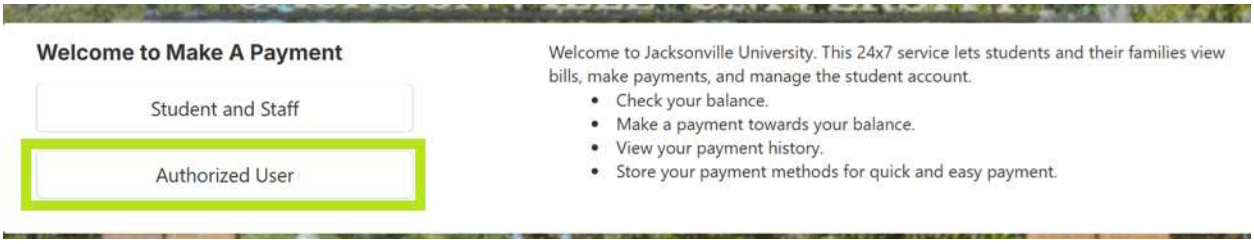


Step 5. Click **TouchNet Authorized User** under the Helpful Links section.

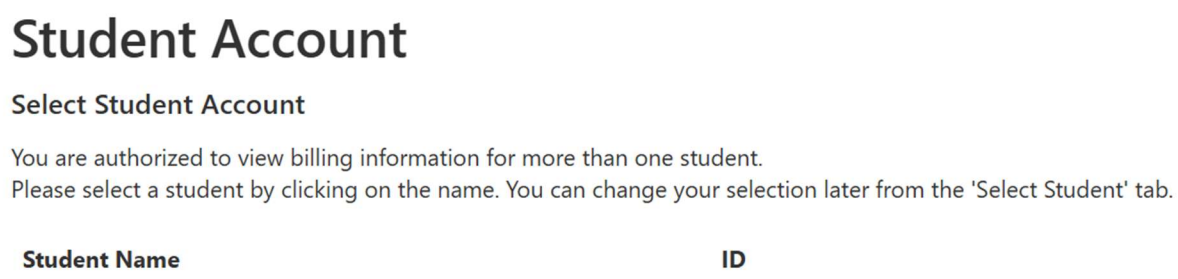


Step 6. You will be redirected to our new payment center. Start by clicking **Continue to Payment Center**, then click **Authorized User** to log in. (If you are the student completing this through your log in, there are separate instructions to follow available on the website)

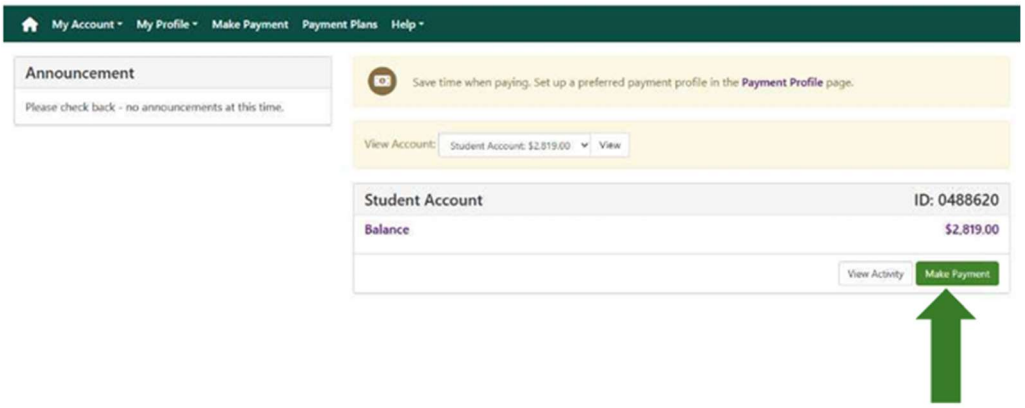




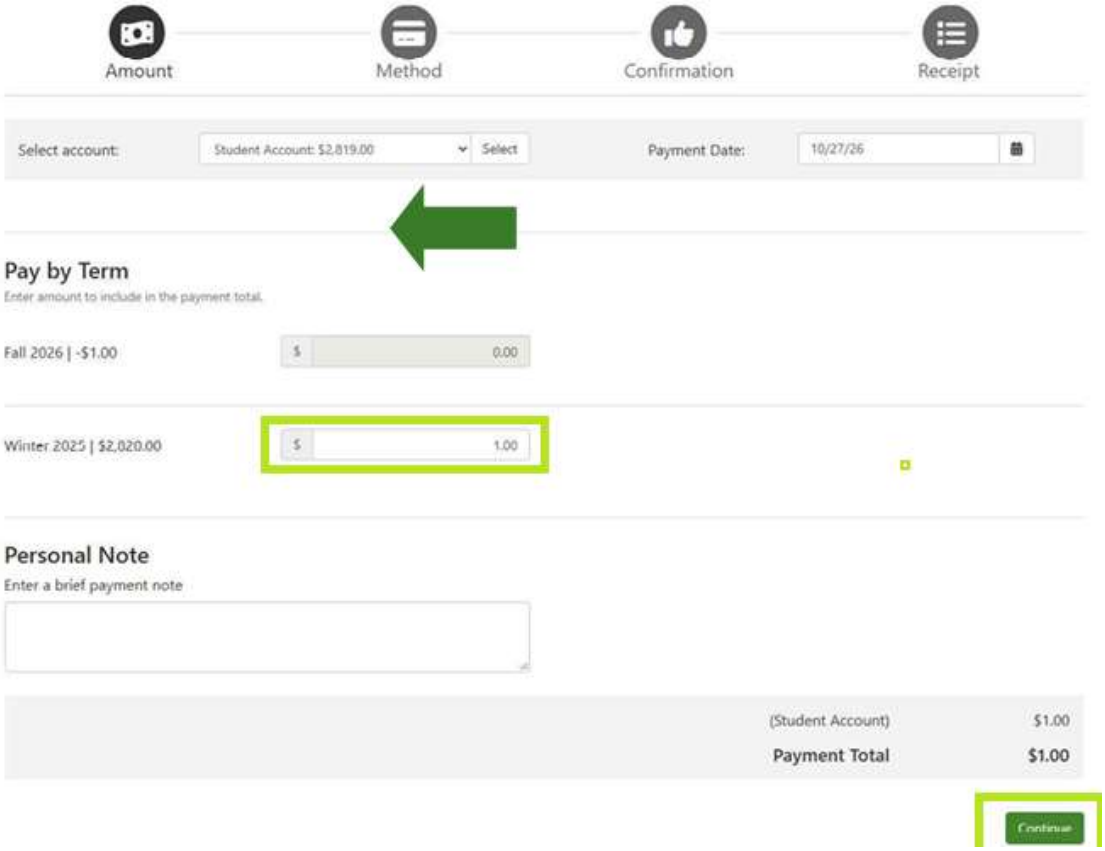
Note: If you have multiple students attending JU and are authorized to view multiple accounts, you may have to select the student you wish to view.



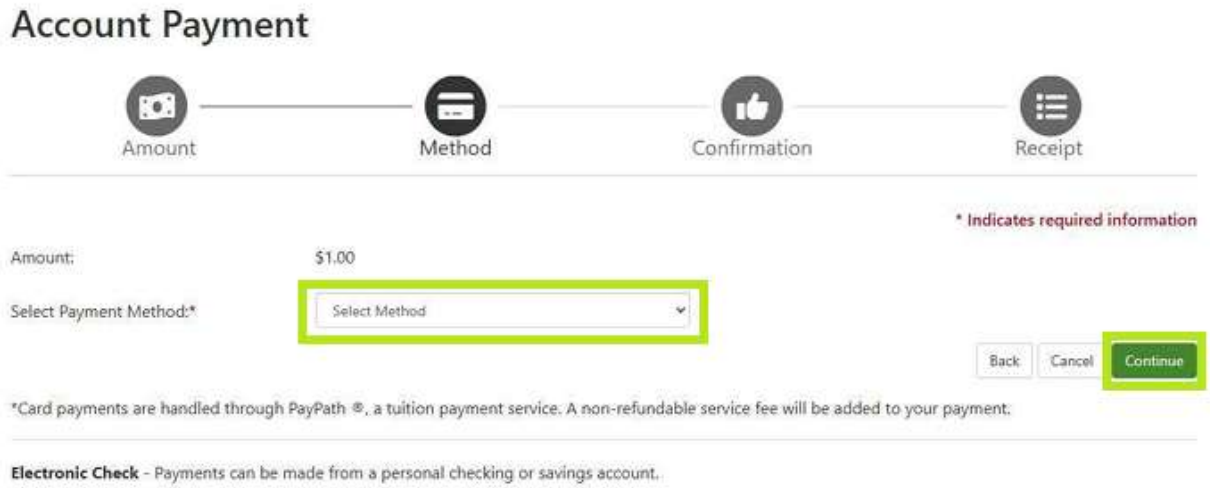
Step 7. Click on the **Make Payment** button at the bottom of the **Student Account** section. Your page may look slightly different than this example, but you should still see the button at the bottom.



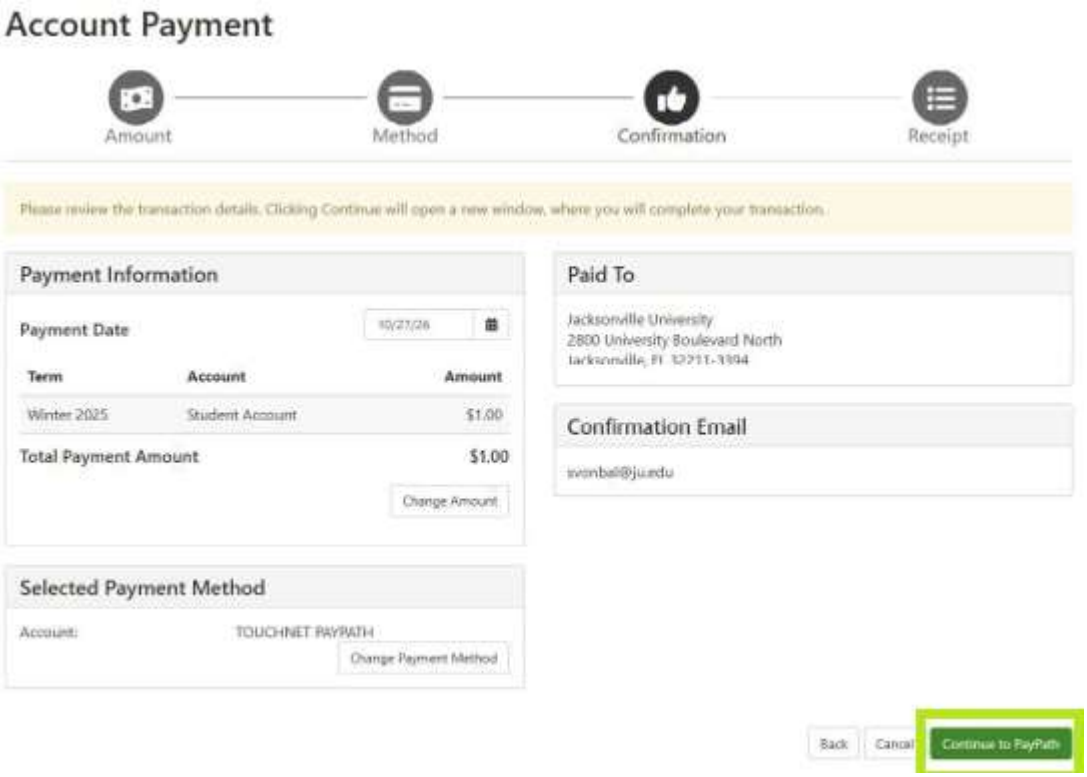
Step 8. You will see the total balance for each term. Use the boxes to **enter the dollar amount** you wish to pay towards a specific term, then click **Continue**. Note: You can use the Personal Note feature to note details about this payment (*example: from XXXX Checking, Student Health Center, for parking fine, etc…)*



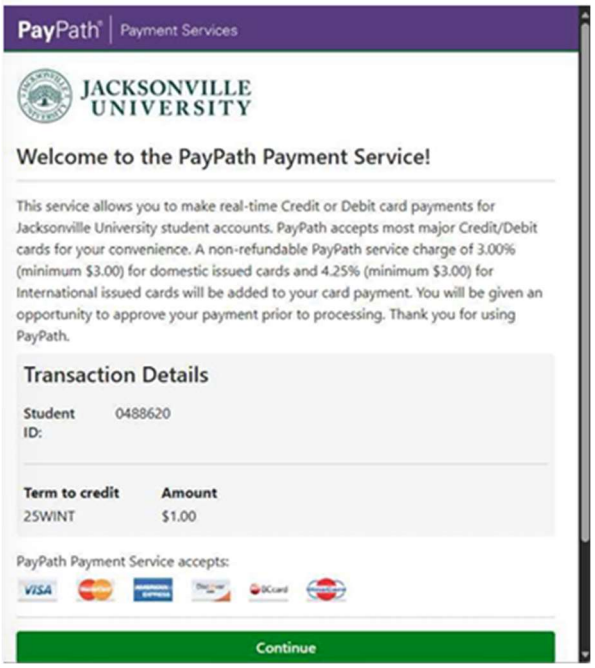
Step 9. The next page will allow you to select your payment method. **Enter your payment information here**, ensure everything looks correct, then hit **Continue.**



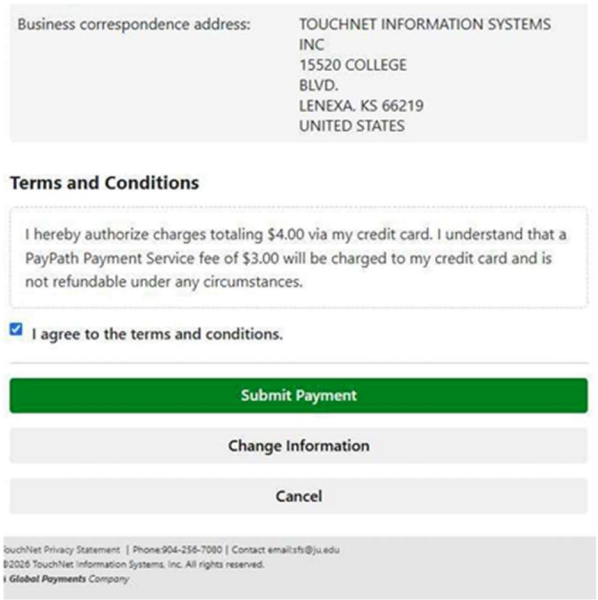
Step 10. You should now be on a Confirmation page. Confirm all your payment information is correct, and that the balance you wish to pay is reflected appropriately. This screen also will confirm where your confirmation email will be sent to. Click **Continue to PayPath** or **Continue.**



Step 11. If you are paying with a credit card, confirm the PayPath Transaction Details are correct, then click **Continue**. Next, Confirm Payment Amount information then **click Continue again. Please Note:** Credit card payments will incur a 3% or $3.00 processing fee, whichever amount is higher.



Step 12. Enter your payment information, confirm that it is accurate, and click **Continue**. You will also need to **check the box to agree to the Terms and Conditions** after reading them. Then click **Submit Payment.**



Step 13. You should receive confirmation that your payment was successfully submitted. An email receipt will be sent to the confirmation email provided (typically, your log in email).

FAQs

These instructions are designed with parents/guardians in mind—steps may be different for students. Additional instructions for adding Authorized Users, making payments, and setting up payment plans are available on https://www.ju.edu/financialservices/billing/payment-online.php

If you find that you are having issues completing any of these steps, or you have questions about your account after reviewing your bill, please reach out to sfs@ju.edu.

There is also another way to view your bill directly from MyJU; Start by looking for the Financial Services box and click "Review Your Bill" to go directly to the Account Summary page.

