Office of Student Financial Services

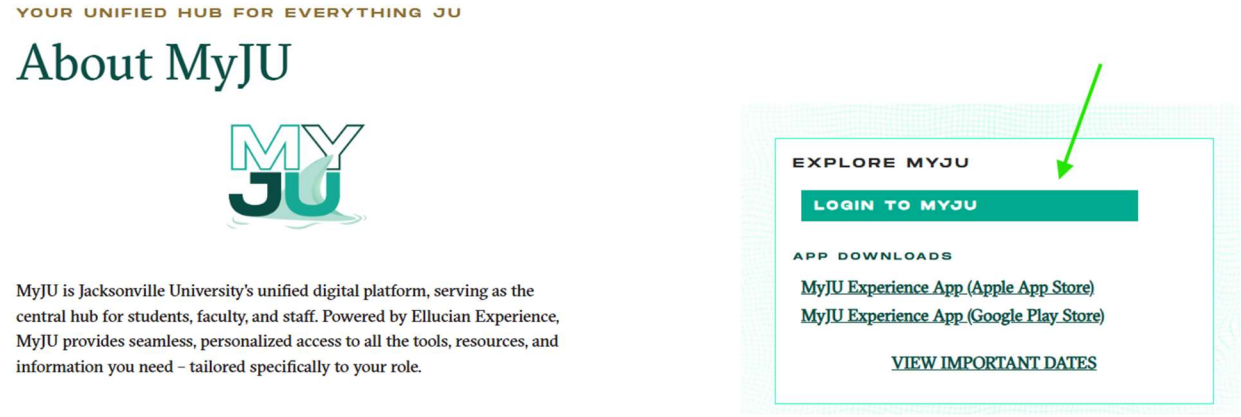
How to Set Up a Payment Plan via your Authorized User Account

Updated November 2026

You can make a payment or set up a payment plan 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.

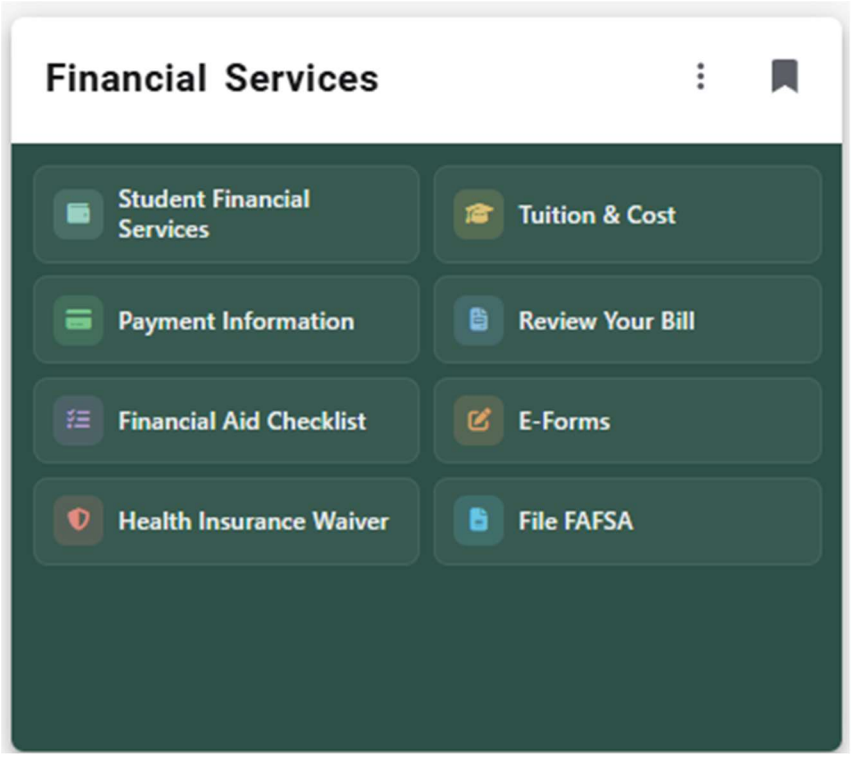
Important: TouchNet Authorized User access is separate from the authorization you may have already granted through Self-Service. **Even if you have given someone access to Self-Service, you must also add them as an Authorized User in TouchNet for them to access your billing and payment information.** 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.

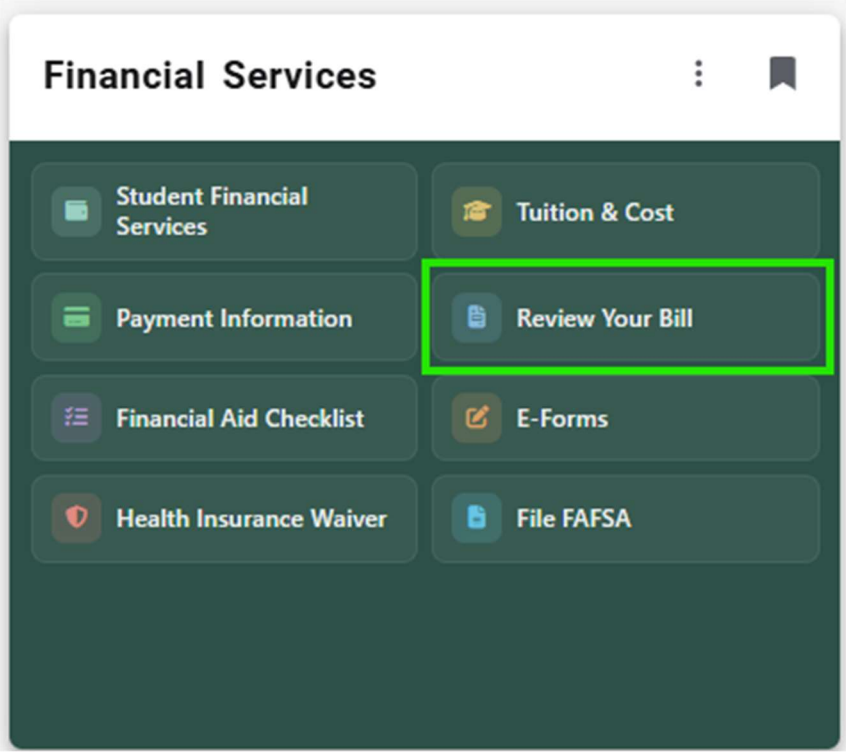


Step 2. After completing log-in steps with your student username and password, you should be taken to the myJU homepage.

From here, scroll down until you find the box for **Financial Services**. Where this box may be different for you, as the page is customizable.



Step 3. To access Self-Service and view your Account Summary, click **Review Your Bill**.

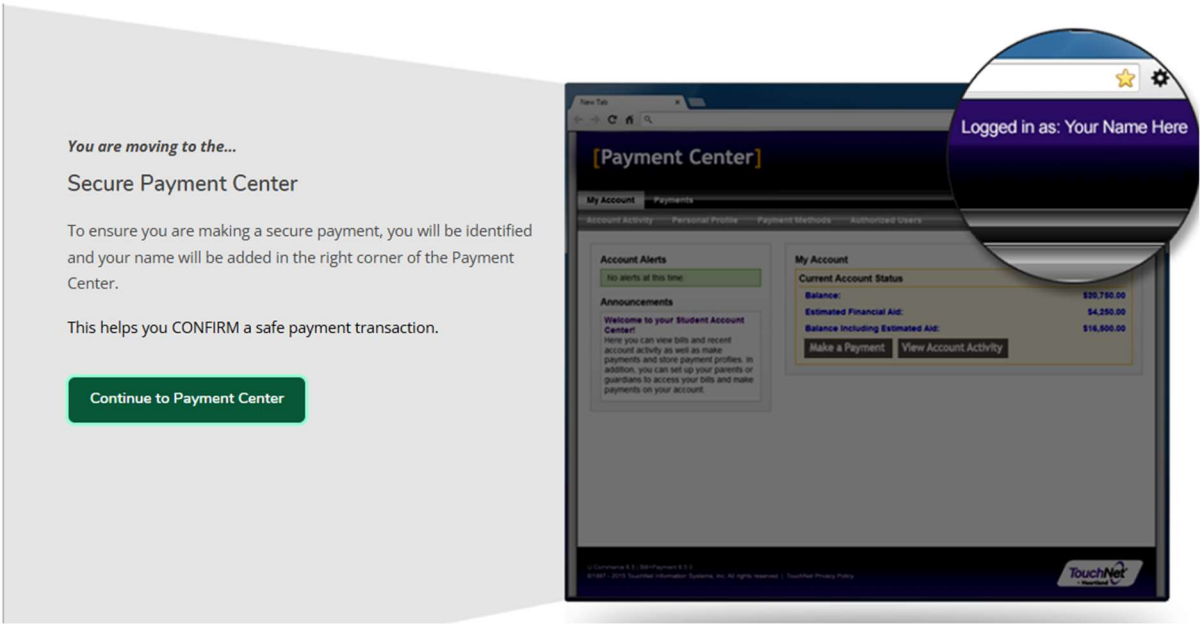


Step 4. After logging in (if prompted again) you should be taken to the Account Summary Page. If you are taken to the Homepage, you may need to click "Student Finance".

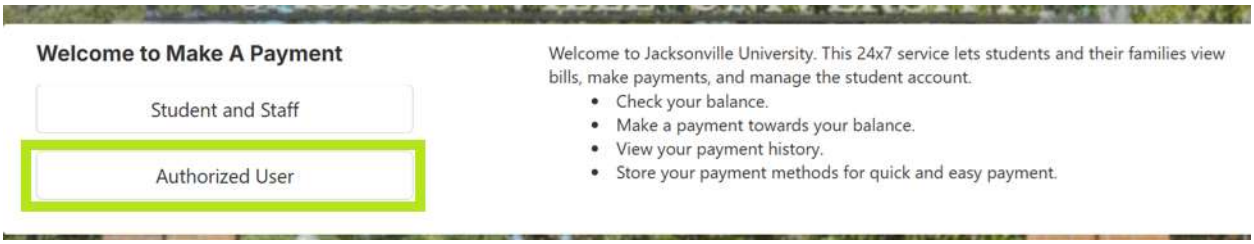
For Authorized Users: From the Account Summary page, select **Touchnet Authorized User** on the right under Helpful Links



Step 5. You will be redirected to the TouchNet Payment Center. Click **Continue to Payment Center.**



Step 6. This will open a new page. **Select Authorized User**.

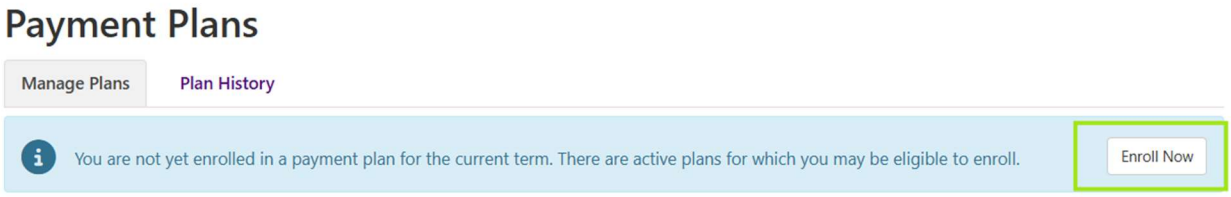


Step 7. You may need to move through some reminders if you have not already acted on them. We advise you to save these for later if you cannot take action at that time.

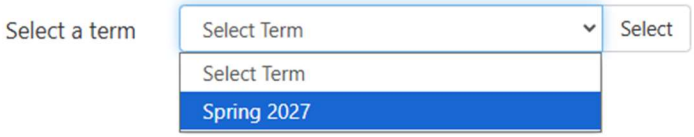
Step 8. From the landing page, select **Payment Plans** from the top ribbon.



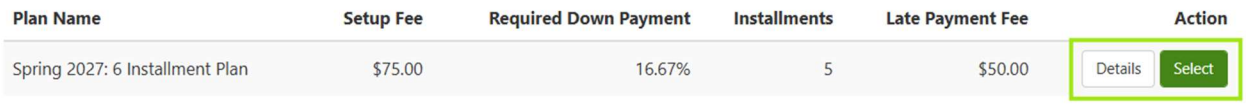
Step 9. This should open the payment plans screen. If you do not have a payment plan set up already, you should see an information box, inviting you to enroll in one. You can also use this page in the future to review your plan history.



Step 10. Select the term you're setting up your plan for in the drop-down. *Reminder: payment plans can only be set up for future or current semesters as they become available, and will close at certain points in the term.*



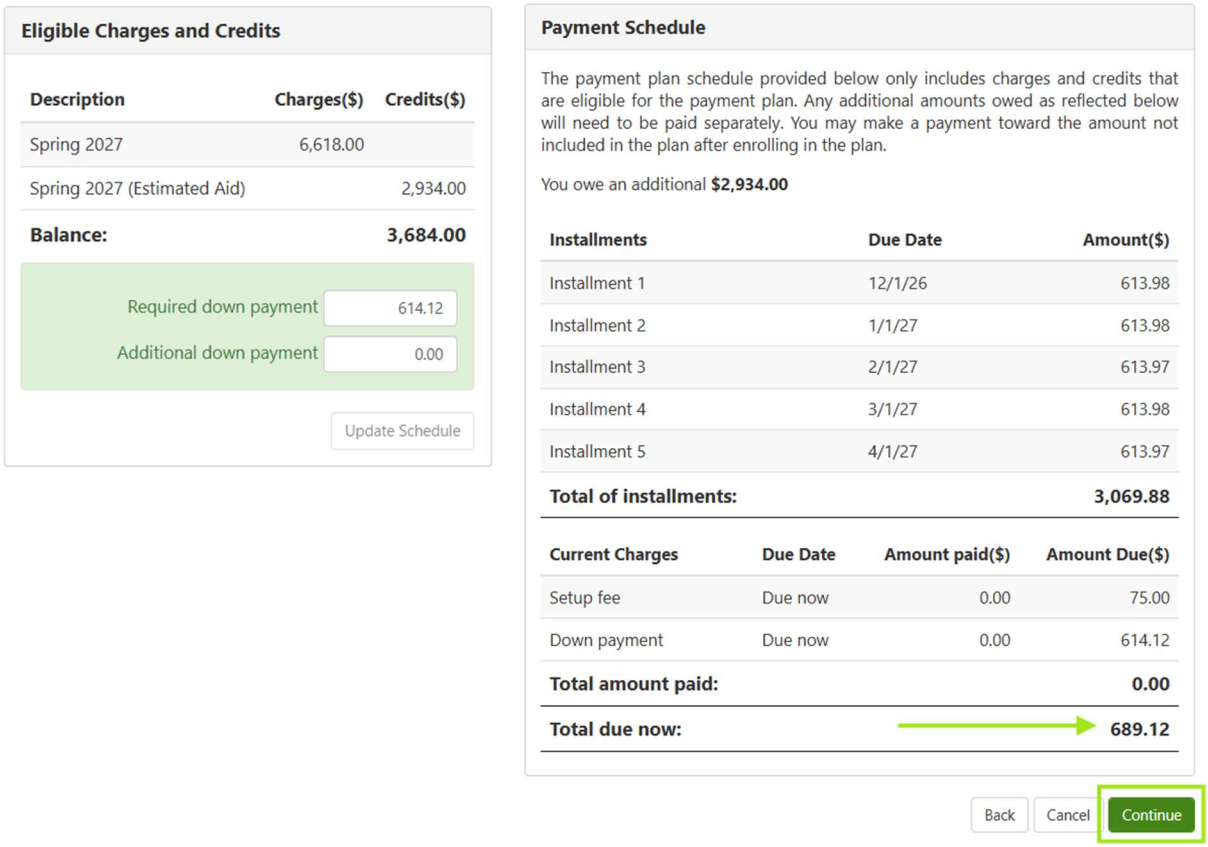
Step 11. A new section should open below the drop-down after clicking **Select** showing the available plans. You can review the details of the plan here, or click **Select** to continue setting up your plan.



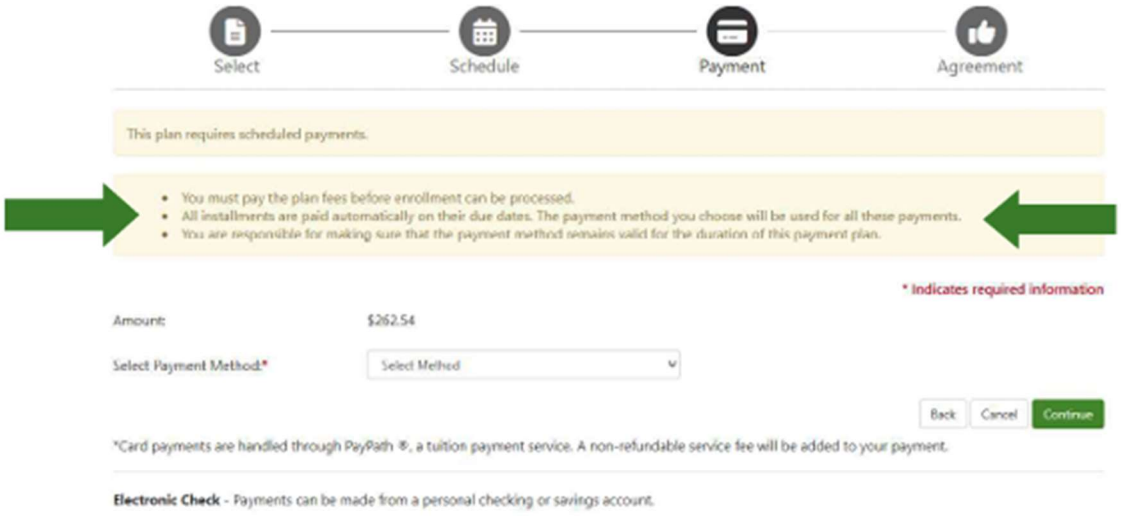
The set-up fee, required down payment, number of installments, and late fee will reflect without needing to open the details section. However, **details** will provide the down payment **based on your account information** so that you can review, as well as additional details.

The installments listed are the remaining payments **after the down payment**. In this example, a 6-installment plan, lists **5 installments plus the initial down payment** to total 6.

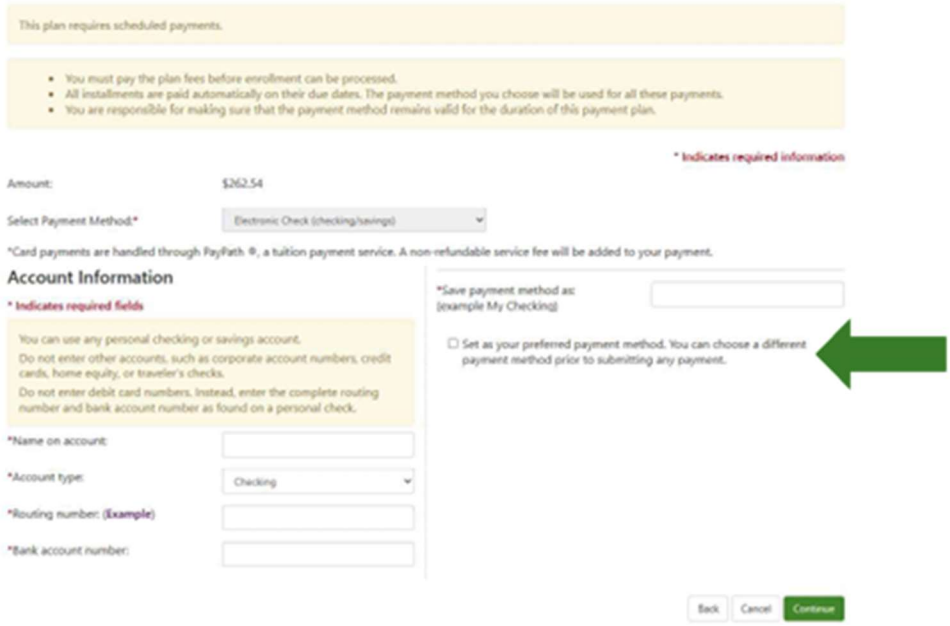
Step 12. Review your plan on the next screen. You have the option to add to your required down payment here if you wish to pay more ahead and reduce your other installments. Note: the **Total Due Now *includes* the $75 set up fee.**



Step 13. Click **Continue** to set up the payment method for your down payment and to start the payment plan. If you use a credit card, you will be redirected to PayPath, a tuition payment service. Click **Continue** again after selecting your method and either **Enter Your Information** or review the next screen.



Step 14a. If you are paying with an electronic check or ACH method, you will see a checkbox for "Set as Your Preferred Method" to assign your chosen account for the monthly installments on the plan. **Payments are automatic and will be debited on the date established in the plan.**



Step 14b. If you are paying with a credit card, you will be taken first to the Payment Plan Agreement. ACH and E-Check will also see this information. You would then be taken to PayPath to set up your information for payment.

Step 15. The Payment Plan Agreement will outline the terms of your payment plan, and provide additional disclosure information.

Important Information Regarding the Payment Plan Fee and APR.

Federal Truth in Lending Act Disclosures

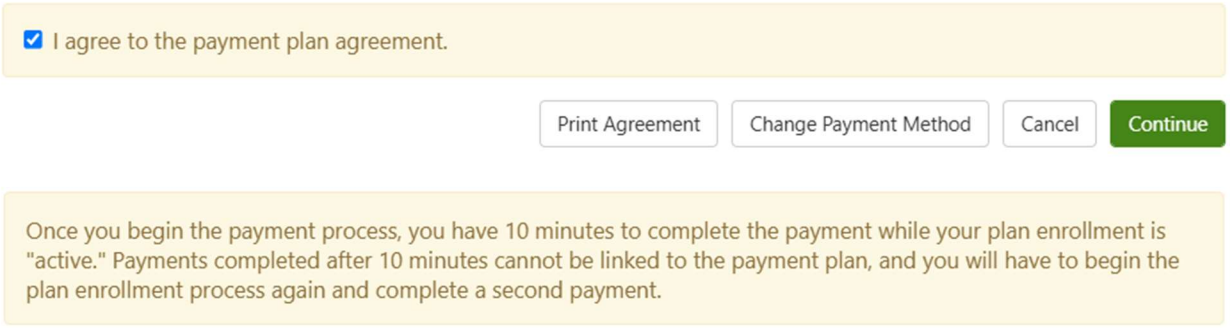
You are not charged an Annual Percentage Rate (APR).

Jacksonville University charges a flat, one-time $75 enrollment fee for participation in the payment plan. This fee is the same for all students, regardless of their outstanding balance. The APR shown in the agreement is a required disclosure that expresses the cost of the payment plan as an annualized percentage based on the amount of the payment plan and payment schedule.

It does not represent an additional percentage-based fee or interest charge assessed against your balance. **Your payment plan enrollment fee is only $75, regardless of the APR displayed.**

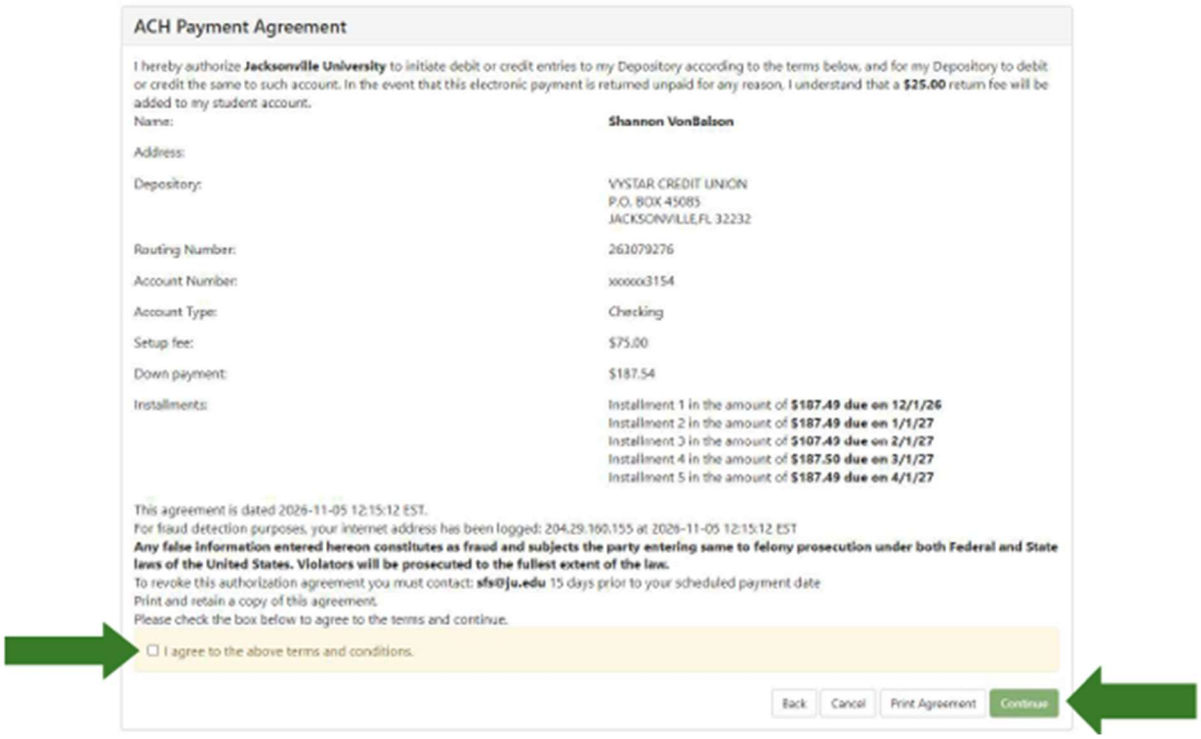
Please read the terms of the plan carefully. It will break down the dates your payments are considered due and will be automatically debited to the account you have provided.

Step 16. Click the checkbox to agree to the plan and then click **Continue** to finish setting up your plan. You can also **Print Your Agreement** or **Change Your Payment Method** here.



Note: You have 10 minutes to complete the payment and have it link to the plan.

Step 17. Review the ACH Payment Agreement if you elected to use the ACH option. **Click the checkbox** to agree to the terms and conditions, then click **Continue**.



Step 18. You can print a confirmation of your payment after continuing, and an email will be sent to you with the Payment Plan Installment Schedule.

FAQs

These instructions are designed with Authorized User payments 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.