

How To Make A Payment

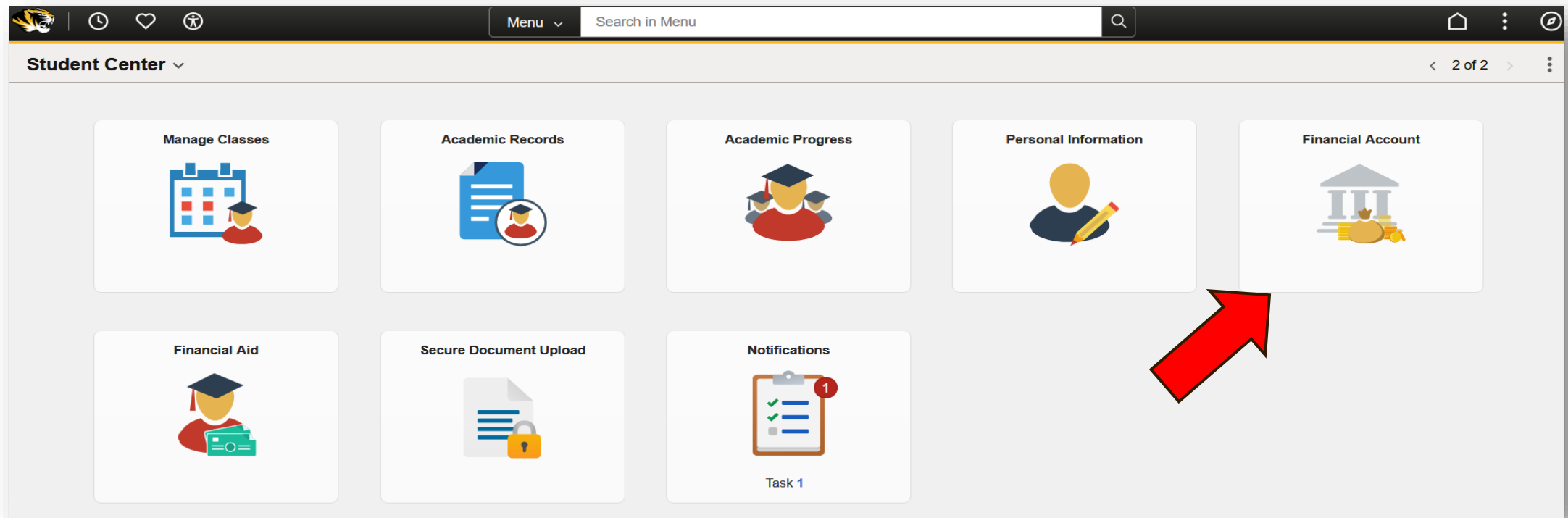
Step-by-Step Guide



Cashiers Office
University of Missouri

How To Make A Payment

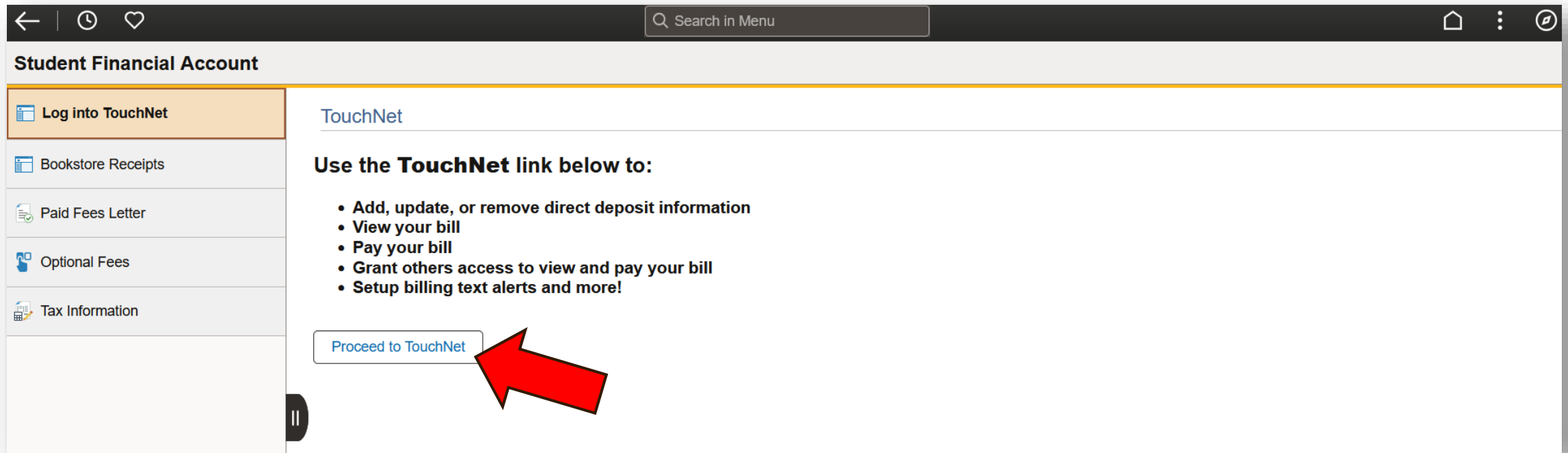
Step 1: Navigate to <http://myzou.missouri.edu> and select the “Financial Account” tile.



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Step 2: Select “Log into TouchNet” and click “Proceed to TouchNet.”



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Step 3: Click on “Make Payment” at the top of the page.

The screenshot displays the Cashiers Office University of Missouri portal. At the top, a yellow header bar contains the MU logo, the text "Cashiers Office University of Missouri", a "Logged in as:" field with a redacted name, and a "Logout" link. Below this is a dark navigation bar with a home icon and links for "My Account", "Make Payment", "Deposits", "Refunds", and "Help". A red arrow points to the "Make Payment" link. The main content area is divided into three columns. The left column has an "Announcement" section with a "Welcome MU Students & Authorized Users!" message and a "Friendly Reminders" section with bullet points about cashless payments, refund processing, and customer service hours. The middle column features two yellow informational boxes about payment profiles and refund account setup, followed by a "Student Account" summary showing a balance of \$0.00 and ID: xxxx2918, with "View Activity" and "Make Payment" buttons. Below this is a "Statements" section with links to view the latest eBill and 1098-T tax statements. The right column contains a "My Profile Setup" sidebar with links for Authorized Users, Personal Profile, Payment Profile, Security Settings, Consents and Agreements, Electronic Refunds, and Auto Bill Pay.

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Logged in as: [Redacted] | Logout

[My Account](#) [Make Payment](#) [Deposits](#) [Refunds](#) [Help](#)

Announcement

Welcome MU Students & Authorized Users!

This portal will be your virtual one-stop shop for all aspects related to your student financials account. From here you will be able to view and pay your bill, sign up for electronic refunds, view 1098T forms, and schedule any future payments.

Friendly Reminders

- **We are Cashless!** All student account payments will need to be made online via ACH and/or credit/debit cards. Payments that cannot be made online (ie: 529 plans) can be mailed to our office. Mailed payments will be posted twice a week.
- **Refunds** will only be processed on Tuesdays and Thursdays, with printed checks mailed out on Wednesdays. **Signing up for electronic refunds is the fastest way to receive your student and/or parent plus refund.** Visit the Refunds Tab to sign up!
- **Customer Service Hours:** 9am-11:30am; Noon-4pm, Monday through Friday

Save time when paying. Set up a preferred payment profile in the [Payment Profile](#) page.

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account ID: xxxx2918

Balance \$0.00

[View Activity](#) [Make Payment](#)

Statements

Your latest eBill Statement (11/16/20) Statement : \$0.00 [View Statements](#)

Your latest 1098-T Tax statement 2020 1098-T Statement [View Statements](#)

My Profile Setup

- [Authorized Users](#)
- [Personal Profile](#)
- [Payment Profile](#)
- [Security Settings](#)
- [Consents and Agreements](#)
- [Electronic Refunds](#)
- [Auto Bill Pay](#)





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Step 4: Select your Payment Option and click the green “Add” button to add the amount you intend to pay. You can type in an amount if you do not want the defaulted amount.


Account Payment


Amount


Method


Confirmation


Receipt

Payment Date: 

Select Payment Option

☒ **Current Statement Amount**
\$1,008.90

☐ **Pay By Term**
Select which semester terms to pay

Current Statement Amount

Select 'Add' to add input amount or enter different amount by selecting input.

Current statement | \$1,008.90

\$

Add

Select input to change payment amount



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Step 5: Select your Payment Method of choice and click “Continue.”

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[My Account](#) [My Profile](#) [Make Payment](#) [Deposits](#) [Refunds](#) [Help](#)

Account Payment

The routing number is not valid. Please verify your routing number and try again.

Amount — Method — Confirmation — Receipt

Amount: \$500.00

Method:*

* Indicates required information

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

*Credit card payments are... A non-refundable service fee will be added to your payment.

International Students - Pay by local bank transfer and in your local home currency. Visit the [Home](#) icon and select the TransferMate link within the Announcement section.

TransferMate
GLOBAL PAYMENTS



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Step 6:

If paying by ACH:

Enter your bank account information and choose to save the method if you intend to use it repeatedly.

If paying by Credit Card:

You will be directed to complete your payment through PayPath.

Please see our instructions “Making a Credit Card Payment” for more information on that process.

The screenshot displays the 'Account Payment' interface, specifically the 'Method' step. At the top, a progress bar shows four stages: Amount, Method (current), Confirmation, and Receipt. The 'Amount' is set to \$500.00. The 'Method' dropdown is set to 'Electronic Check (checking/savings)'. Below this, the 'Account Information' section contains a yellow box with instructions: '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.' Below the instructions are input fields for 'Name on account', 'Account type' (dropdown), 'Routing number' (with an example), 'Bank account number', and 'Confirm account number'. To the right, the 'Option to Save' section has a checkbox for 'Save this payment method for future use' and a text input for 'Save payment method as:'. Below that is the 'Refund Options' section with a checkbox for 'Set as your preferred payment method' and a note about enrolling in Two-Step Verification. At the bottom right are 'Back', 'Cancel', and 'Continue' buttons. A footer note states: '*Credit card payments are handled through PayPath, a tuition payment service. A non-refundable service fee will be added to your payment.'

Account Payment

Amount: \$500.00

Method: Electronic Check (checking/savings)

Account Information

* 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.

*Name on account:

*Account type:

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Option to Save

☐ Save this payment method for future use

Save payment method as:

☐ Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Refund Options

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

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



Cashiers Office
University of Missouri

Questions?

For more information contact Mizzou's Cashiers Office:

Cashers Office

University of Missouri-
Columbia
325 Jesse Hall
Columbia, MO 65211

Office Hours

Monday – Friday
8:00AM – 5:00PM CST

Call Center Hours

Monday – Friday
8:30am – 11:30AM &
12:00PM – 4:30PM CST

Phone: (573) 882-3097
Fax: (573) 882-4453

Self Service Portal:
mizzou.us/askcashiers

