



# HOW TO PAY YOUR BILL IN TRANSACT PAYMENTS/PAYMENT PLAN PORTAL AS AN AUTHORIZED PAYER

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## Navigating to the Payments / Payment Plan Portal as an Authorized Payer:

- 1) Contact the Student to register you as an Authorized Payer from their account [Refer to the **HOW TO PAY YOUR BILL IN TRANSACT AYMENTS/PAYMENT PLAN PORTAL AS A STUDENT** guide for the Student instructions]. You will receive an email invitation similar to the example below:

[Redacted] has created an account for you at The College of New Jersey  

Inbox x Projects/TransAct Payments Project x

 **stuacct@tcnj.edu** 2:10 PM (8 hours ago)   

to me ▼

[Redacted] has created an account for you at The College of New Jersey.

Your new login information is:

User name: [Redacted]

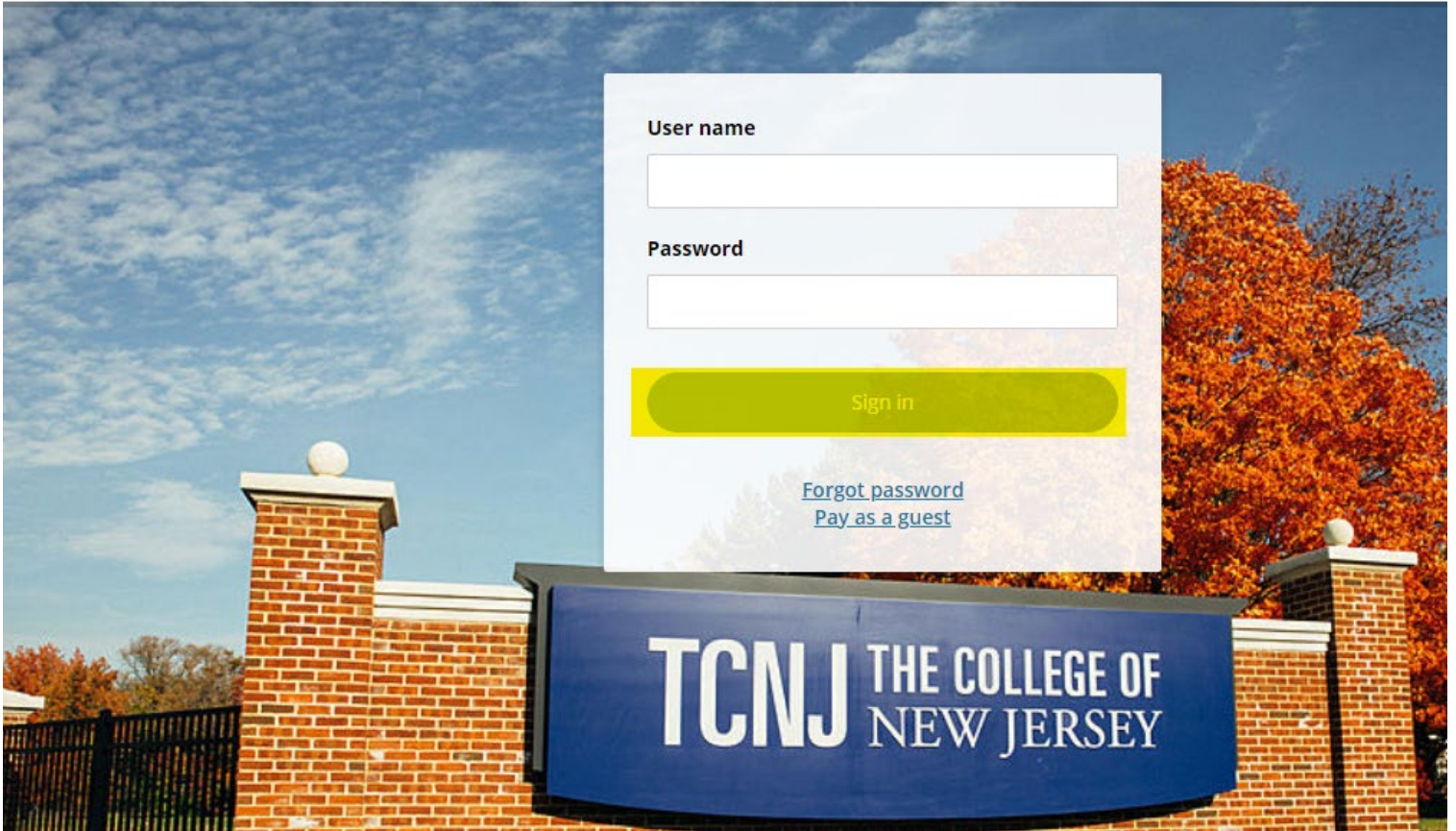
Password: [Redacted]

To access the account, please click the link below.

[https://\[Redacted\]](https://[Redacted])

(If clicking the link does not work, please copy and paste the information into your browser.)

- 2) Either click the link provided to reach the Portal, or visit the **Payments/Payment Plan Portal** direct link provided here - <https://commerce.cashnet.com/tcnipay2> and enter the credentials provided in the email invitation then click **Sign In**:



- 3) You will be prompted to change your temporary password to something permanent for security reasons. You will have the option to also select to receive notifications about the Student's **Payment Plans** if you click on the Checkbox. Then click Continue:



### Create a new password

\* Password

*At least 8 characters, with 3 letters, and 2 non-letters*

\* Confirm password

Email me about this student's...

Payment plans

Continue

- After clicking Continue, you will be signed into the Portal as an Authorized Payer and will be able to see the Student's balance, Payment Plans, and will be able to make a payment on those items as well as make the Enrollment Deposit.

## Make a Payment as an Authorized Payer:

- 1.) On the account, you'll see the Overview tab first by default. Either Click the **Make a Payment** button on the left side banner or the **Make a Payment** button at the bottom right corner of the page:

The screenshot shows the 'Overview' page for a student account at TCNJ. The page header includes the TCNJ logo and the text 'THE COLLEGE OF NEW JERSEY'. The main heading is 'Overview'. A navigation sidebar on the left contains links for 'My Account', 'Overview' (selected), 'Payment Plans', 'Make a Payment' (highlighted in yellow), 'Transactions', 'Help', and 'Sign Out'. The account information section shows 'The College of New Jersey' and a balance of '\$21,697.84'. Below this, the student's name is partially visible as 'Student [REDACTED]'. The 'Summary' section lists the following items:

Item	Amount
Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)	\$6,967.84
Minimum due	\$6,967.84
FALL 2023: FALL 2023 5 PAYMENTS PLAN	\$13,860.00
Auto payment scheduled 7/25/23	\$1,860.00
FALL 2023: FALL 2023 3 PAYMENTS PLAN	\$870.00
Auto payment scheduled 7/25/23	\$103.33
<b>Balance</b>	<b>\$21,697.84</b>
Minimum due	\$6,967.84

The 'Payment plans' section is currently empty, with a 'View' link. A yellow 'Make a payment' button is located at the bottom right of the page.

- **NOTE:** Students will **NOT** by default be enrolled in a Payment Plan, therefore the Payment Plan row above may or may not show depending if the Student is enrolled in one

1.a) Understanding the Summary Chart Values:

Summary

Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)	The <b>Tuition &amp; Fees</b> represents the current outstanding balance in PAWS with Anticipated Aid subtracted from the current PAWS balance. It may include the Payment Plan's Contract amount if the Plan hasn't been posted to PAWS <u>yet</u> .	\$6,967.84
<i>Minimum due</i>		\$6,967.84
FALL 2023: FALL 2023 5 PAYMENTS PLAN	The <b>top Payment Plan</b> value represents the remaining amount left on the contract. The <b>bottom</b> value represents the amount left to be paid on the current monthly installment due by the installment due date. <b>Please allow 24 hours for a new Payment Plan to be posted to your PAWS account.</b>	\$13,860.00
<i>Auto payment scheduled 7/25/23</i>		\$1,860.00
FALL 2023: FALL 2023 3 PAYMENTS PLAN		\$870.00
<i>Auto payment scheduled 7/25/23</i>		\$103.33
<b>Balance</b>	The <b>top Balance</b> value represents the TOTAL outstanding balance on the Student's account including the unpaid portion of the Payment Plans. The <b>bottom</b> value represents the amount left to be paid by the bill due date.	<b>\$21,697.84</b>
<i>Minimum due</i>		\$6,967.84

Varying Overview Layout Example 1 – Credit Balances: If the Student has **NO OUTSTANDING CHARGES IN PAWS** but **HAS ANTICIPATED AID**, the Overview screen will appear with either just a **Credit Balance** row or if you have a Payment Plan on file, the Payment Plan will show first and the Credit Balance row will appear further below:

\* Clicking the **[i]** icon will display a message stating the credit balance which originates from PAWS:

The screenshot shows the 'Overview' screen with a 'Credit Balance' pop-up window. The pop-up displays the following information:

**Credit Balance**

Your account currently has the following credits:

Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)	-\$6,721.00
<b>Total</b>	<b>-\$6,721.00</b>



Credits display for informational purposes only and cannot be used on this website.

The background 'Overview' screen shows a summary table with the following data:

<b>Balance</b>	<b>-\$4,721</b>
	\$2,000.00
	\$666.67
<b>Total</b>	<b>\$2,000.00</b>
Credit Balance ⓘ	-\$6,721.00
<b>Balance</b>	<b>-\$4,721.00</b>

Varying Overview Layout Example 2 – No Balance & No Aid: If the Student has **NO OUTSTANDING CHARGES IN PAWS** and **NO ANTICIPATED AID**, your overview screen will appear as the one below:

# Overview



The College of New Jersey

Balance  
**\$0**

## Summary

Your account does not currently have any outstanding charges.

## Payment plans

[View](#)



### Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[View payment plan options](#)

2.) Select the checkboxes on the right to choose what you would like to pay towards and enter the amount of money you want to pay towards each selected item:

Step 1 of 3: Pay amount  
1 2 3

### How much would you like to pay?

#### Balance items

Uncheck all
3 of 3 selected

Description	Minimum	Balance	Amount
<input checked="" type="checkbox"/> Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)	\$13,945.83	\$13,945.83	\$100.00
<input checked="" type="checkbox"/> FALL 2023: FALL 2023 5 PAYMENTS PLAN <span style="background-color: green; color: white; padding: 2px 5px; border-radius: 10px;">AUTO PAY</span> <small>\$1,910 payment scheduled 7/25/23</small> <a href="#">View payment plan details</a>		\$13,910.00	\$50.00
<input checked="" type="checkbox"/> FALL 2023: FALL 2023 3 PAYMENTS PLAN <span style="background-color: green; color: white; padding: 2px 5px; border-radius: 10px;">AUTO PAY</span> <small>\$128.33 payment scheduled 7/25/23</small> <a href="#">View payment plan details</a>		\$895.00	\$25.00

Total balance	\$28,750.83
<b>Pay amount</b>	<b>\$175.00</b>
Remaining balance	\$28,575.83

#### Available items

**Enrollment Deposit (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)**

[View details](#)

**Graduate Enrollment Deposit (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)**

[View details](#)

**Housing Deposit**

\$100.00 [View details](#)

**One-Time Semester Payment**

[View details](#)

\* Indicates required field

Payment 0 items

Cancel
Checkout

**NOTE: If you are making the Acceptance/Enrollment Deposit, please select one of the corresponding Available Items and enter the amount of the Deposit to add it to your Total to Pay in the Checkout page.**



- If you have **NO BALANCE**, but **would like to make a payment**, click on the **One-Time Semester Payment option** and enter the amount you would like to pay.
- If the Student is not enrolled in a Payment Plan yet, you will not see it as an item to pay towards. Students are not automatically placed in a Payment Plan – to enroll in a Payment Plan to pay in monthly installments, please refer to the **Navigating the Payments / Payment Plan Portal – Enrolling into a Payment Plan** section of the guide.
- If you already made a recent Payment within 24 hours, a Warning message will pop up to notify you of a recent payment already made. Click on the Checkbox to show that you acknowledge the recent payment and would like to proceed – then click *Continue* on the bottom right corner of the screen:



## Warning

One or more payments have been processed on this account using this system within the last 24 hours. Those payments are as follows:

Date	Time	Receipt	Amount
6/12/23	1:04pm EDT	#227	<b>\$400.00</b>
6/12/23	1:04pm EDT	#226	<b>\$308.25</b>
6/12/23	12:31pm EDT	#225	<b>\$200.00</b>

The payments listed above have already been accepted. If you make a payment now, it will be in addition to those payments. Are you sure you wish to proceed with this payment?

I agree to proceed with this payment with the understanding that I will need to contact The College of New Jersey if I desire a refund.

Cancel


Continue


3.) The first step of the Checkout screen is selecting the payment method you would like to use:


How would you like to pay?


Payment amount  
\$175

\* Payment method

[Redacted] 

[Redacted] 

[Redacted] 

[Redacted] 

[Redacted]

[New credit or debit card](#)

[New bank account](#)

[New 529 Savings Plan](#)  
If your 529 provider is not listed, please contact Transact directly for assistance.

[International payment](#)  
Note: Some wire transfers may incur a wire transfer fee.

Cancel [Continue](#)

- If you have previously saved a *payment method*, you will also see it on this screen and you can select it again for the payment.

**Credit Card or Debit Card Payment Option:** If selecting the Credit/Debit card option, please fill out the information asked in the **Credit Card or Debit Card Form**, then click Continue:

\* Payment method [Change](#)

New credit or debit card  
A processing fee of 2.85% will be charged for all credit card transactions.

AMERICAN EXPRESS   DISCOVER   JCB   MasterCard   VISA

Please enter your credit card information and click on the 'Continue Checkout' button.

\* Card number

\* Expiration date   \* Security code ⓘ

MM / YY

\* Zip/Postal code

International cardholders may input "N/A"

Save card for future use

Cancel   Continue

\* Upon clicking *Continue* from the Credit or Debit Card option, you'll see the **Service Charge** screen which correlates to our **Convenience Fee** information page in the link below:

<https://studentaccounts.tcnj.edu/billing/bill-payment-options/credit-card-convenience-fees/>

**Service charge**

**\$4.82**

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service charge of **\$4.82**, so your total amount is \$179.82. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge of **\$4.82** for the use of Transact Campus SmartPay.

\* Click the Checkbox to acknowledge the **Service Charge** then click *Continue* again to proceed.

[ACH/Bank Account Payment Option](#): If selecting the New Bank Account option, please fill out the information asked in the **ACH Form**, then click Continue:

\* **Payment method**

[Change](#)

New bank account

**i** **Important:** Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.

Please enter your bank account information and click on the 'Continue Checkout' button.

\* **Account holder name**

\* **Account type**

- Checking  
 Savings

\* **Routing transit number** **i**

\* **Bank account number** **i**

\* **Confirm bank account number**

Save bank account for future use

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Cancel

Continue

**529 Savings Plan Payment Option:** If selecting the 529 Savings Plan option, please fill out the information asked in the **529 Information Form**, review the **Terms & Conditions**, then click

**\* Payment method** [Change](#) Continue:

New 529 Savings Plan  
If your 529 provider is not listed, please contact Transact directly for assistance.

Many 529 savings plans can be used to make payments on this website but not all 529 vendors and/or plans are currently supported. Your 529 vendor may also assess a service fee.

**\* 529 savings plan name**

Select...

**\* 529 savings plan account number**

11 characters

**529 service fee**

\$0.00

*This fee will be deducted from your 529 plan account in addition to the requested withdrawal amount*

Save 529 savings plan for future use

**529 savings plan terms and conditions**

There is a 529 service fee associated with this payment method which will be deducted from your 529 plan account in addition to the requested withdrawal amount. If you set up a recurring payment plan, the 529 service fee will only be deducted the first time you make a payment from your 529 plan account. Using this 529 account payment method is an optional service. For additional 529 payment options, please visit your 529 plan's website.

I have read and agree to the 529 savings plan terms and conditions.

Click on continue and you will be redirected to the 529 savings plan website where you will be asked to log in with your 529 savings plan account username and password.

After logging in, you will be able to review your account balance and choose to pay with your 529 savings plan or cancel to return and select a different payment method.

Only payments that are equal to or less than 90% of your 529 savings plan account balance will be permitted.

International Payment Option: If selecting the International Payment option, please fill out the information asked in the **International Payment Form**:

**\* Payment method** [Change](#)

International payment  
Note: Some wire transfers may incur a wire transfer fee.

**\* What country are you paying from?**

[REDACTED]

**\* International payment option**

Bank Transfer USD [REDACTED]

To pay by Bank Transfer, you will first need to enter information about the student and the payer.

---

## Student information

\* Name

\* Phone number

\* Email address

\* Date of birth

## Student's current address

\* Country

\* Street address

\* City

\* State / Province

\* Zip / Postal code

*Enter N/A if not applicable*

## Payer information

\* Who is making the payment?

\* Name

\* Phone number

\* Email address

\* DNI number

*Minimum 8 digits | Maximum 9 digits*

## Payer's current address

\* Country

\* Street address

\* City

State / Province

\* Zip / Postal code

*Enter N/A if not applicable*

I have read and agree to the international payment [terms and conditions](#).

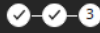
\* For International Payments, add “N/A” in place of the Zip Code without the quotation marks under the **Payer's Current Address** Section

\* The **DNI** field may vary depending on which Country you selected the payment is coming from



- 4.) The final step for Checkout is to review the following: items you're paying towards, the amount of funds that is going towards each item, payment information, and the recipient's email address. Once you have confirmed all the information is correct, click the **Pay** button at the bottom right showing the total you'll be paying:

Step 3 of 3: Review



Last step! Let's make sure we have your correct information.

\* Email address


### Summary

[Change](#)

<b>Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)</b>	
Amount	\$100.00
<b>FALL 2023: FALL 2023 5 PAYMENTS PLAN</b>	
Amount	\$50.00
<b>FALL 2023: FALL 2023 3 PAYMENTS PLAN</b>	
Amount	\$25.00
<b>Subtotal</b>	<b>\$175.00</b>
Service charge	\$4.82
<b>Total</b>	<b>\$179.82</b>

### Payment details

[Change](#)

Card number	<input type="text"/>	
Expiration date	<input type="text"/>	
Zip/Postal code	<input type="text"/>	

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Cancel

Pay \$179.82

5.) Once the payment is submitted, you will receive the confirmation pop-up below:



\$179.82

**Thank you for your payment**

You have a remaining balance of \$28,575.83

The payment receipt #228 was sent to:



6.) If you click the Receipt Number hyperlink, you will see the digital receipt below:




**Receipt**  
#228  
[Redacted]

Date: 6/13/23  
Business date: [Redacted]  
Method: Mastercard

Total amount  
**\$179.82**

Description	Amount
Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)	\$100.00
FALL 2023: FALL 2023 5 PAYMENTS PLAN	\$50.00
FALL 2023: FALL 2023 3 PAYMENTS PLAN	\$25.00
Subtotal	\$175.00
Service Charge	\$4.82
<b>Total</b>	<b>\$179.82</b>

Payments received	Amount
 [Redacted] Authorization #: [Redacted]	\$179.82
<b>Total</b>	<b>\$179.82</b>

*Thank you for the payment.*

## Email Notifications from the Payments / Payment Plan Portal

- 1.) Once a payment is submitted, the email recipient will receive a copy of the payment receipt shown below via email:

Thank you for your payment Inbox x [REDACTED]



stuaccts@tcnj.edu

to me ▾

Receipt Number: 228

Customer [REDACTED]

Student Account Online

Date: 06/13/2023

Business Date [REDACTED]

Description	Amount
Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)	\$100.00
FALL 2023: FALL 2023 5 PAYMENTS PLAN	\$50.00
FALL 2023: FALL 2023 3 PAYMENTS PLAN	\$25.00
Service Charge	\$4.82
Total	\$179.82

Payments Received	Amount
Credit Card Payment MasterCard [REDACTED] Authorization # [REDACTED]	\$179.82
Total	\$179.82

Thank you for the payment.

## GradGuard – Tuition Insurance


- 1.) When it is your first time making a payment, a panel will appear on the right-hand side after you click *Make a Payment*. This panel is from GradGuard informing you about the Tuition Insurance offered:

Make a Payment

### Tuition Insurance

Step 1 of 5: GradGuard offer

1-2-3-4-5



#### Add Tuition Protection

**Protect my upcoming term for \$110.00.**  
Enjoy peace of mind for the education you have saved for:

- **Compensation:** Get reimbursed up to \$10,000.00 if the student withdraws for reasons such as a covered injury or illness (mental or physical health condition)
- **Peace of mind:** Receive protection for books, supplies, instructional materials, lab/activity fees, and more
- **Flexibility:** Update the coverage amount to what works best for you (up to \$40,000)
- **Help when you need it:** Enjoy 24/7 assistance for emergencies, including help arranging student and family travel plans and returning the student's vehicle home

Please visit [GradGuard.com](https://www.gradguard.com) to purchase a plan with a different coverage amount.

**Review Period:** If you are not completely satisfied with your plan, you may request a refund of the unearned premium as long as you haven't initiated a claim. Premiums are non-refundable after this period.

I acknowledge that I have read the The College of New Jersey [refund policy](#).

Purchase now

I'm not interested

Terms, conditions, and exclusions (including for pre-existing conditions) apply. Plans only available to U.S. residents and may not be available in all jurisdictions. Insurance benefits are

- 2.) Read through the verbiage (verbiage may change year-to-year), click the Checkbox to acknowledge TCNJ's Refund Policy, and either click *Purchase Now* or *I'm Not Interested*.
- 3.) Clicking the [X] button will make the panel appear again on your subsequent payment
  - a. If either button (*Purchase Now*/*I'm Not Interested*) are clicked, the system will remember your decision for the current term and will not show the panel again
- 4.) If Purchasing – click the *Purchase Now* button and fill in the Student information requested in the form, then click *Continue* further down:

**First we need some information about the student**

**\* First name**

**\* Last name**

**\* Email address**

**\* Phone number**  
  
Enter 10 digits only

- 5.) Fill in the Student address information on the next form:

Where does  live during the school year?

**\* Address line 1**

**Address line 2**

**\* City**

**\* State**

**\* Zip/Postal code**

6.) Select the Payment Method you would like to use and enter your payment information:


**How would you like to pay?**

**Payment amount**  
**\$110**

**\* Payment method**

New credit or debit card

New bank account

 *Secure encrypted payment*

7.) Review the final transaction details before submitting to GradGuard

- **NOTE:** The panel may not appear if the Student already accepted the Tuition Insurance. If this is the case, please contact GradGuard directly by clicking the *Help* button on the left menu bar and scrolling down to the GradGuard contact information

## Enrolling into a Payment Plan

- 1.) From the Overview screen, you can either click the **Payment Plans** button on the left side menu bar, or click on the **View Payment Plan Options** button on the Overview screen:

The screenshot shows the 'Overview' page of the TCNJ student portal. The page header includes the TCNJ logo and the title 'Overview'. A navigation sidebar on the left contains links for 'My Account', 'Overview', 'Payment Plans', 'Make a Payment', 'Transactions', 'Help', and 'Sign Out'. The 'Payment Plans' link is highlighted in yellow. The main content area displays the student's balance as \$28,272.40. Below this is a 'Summary' table with the following data:

Item	Amount
Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)	\$28,272.40
Minimum due	\$28,272.40
<b>Balance</b>	<b>\$28,272.40</b>

Below the summary is a 'Payment plans' section with a 'View' link. The section contains a graphic of a green bill and the text: 'Need to enroll in a payment plan? Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.' A yellow button labeled 'View payment plan options' is positioned below the text. At the bottom right of the page, there is a blue button labeled 'Make a payment'.



2.) A side panel on the right side of your screen will open up, displaying the payment plan options:

Overview

## Payment Plans

Option 1 of 2 →

FALL 2023  
FALL 2023 3 PAYMENTS PLAN

Choose your plan amount

3 payments | \$25 enrollment fee

\* Plan amount  
\$0.00  
Minimum \$500 | Maximum \$75,000

Click the arrow icon **to view the other plan options.**

**NOTE:** Plans have an **enrollment fee** of \$25

States the number of **Monthly Installments** this Plan includes

Enter the **amount to finance** with the Plan

## Payment Schedule

- 1 \$300  
Payment due 7/25/23
- 2 \$300  
Payment due 8/25/23
- 3 \$300  
Payment due 9/25/23

**Auto pay available:** If you set up auto pay, all scheduled payments will occur on the payment plan due dates.

## Plan Details

**Enrollment fee:** *There is an enrollment fee of \$25, due upon enrollment, to participate in this plan. This fee*

Cancel

Enroll in plan

The **Payment Schedule** will show how much your monthly installments will be and their due dates

Click **Enroll in Plan** to proceed to the next page

- After clicking **Enroll in Plan**, you will need to **accept the eSignature Disclosure**

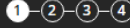
3.) You will then see a **Review of Plan** page below:

Overview

## Payment Plan Enrollment



Step 1 of 4: Agreement



\$900

You've opted to enroll this amount in FALL 2023: FALL 2023 3 PAYMENTS PLAN

Review the finance information, payment schedule, and terms and conditions below.

ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate.	FINANCE CHARGE The dollar amount the credit will cost you.	Amount Financed The amount of credit provided to you or on your behalf.	Total of Payments The amount you will have paid after you have made all payments as scheduled.
	\$25	\$900	\$925

### Payment Schedule

1	\$300	Payment due 7/25/23
2	\$300	Payment due 8/25/23
3	\$300	Payment due 9/25/23

Late charge: If a payment is late, you will be charged a fee as specified in the Terms and Conditions.

- The Annual Percentage Rate [APR] **does not** apply to Payment Plans, but is there to show a comparison if this was a loan and show what your APR would have been
- Under the Payment Schedule is the **Terms and Conditions**, please review the verbiage and click the checkbox under it to acknowledge you have understood the Terms and Conditions then click Continue

4.) Enter the **Phone Number** and **Date of Birth** of the Student enrolling into the Payment Plan and click Continue:

### Enrollment information

\* **Phone Number (XXX-XXX-XXXX)**

*Minimum 12 characters | Maximum 12 characters*

\* **Date of Birth (MM/DD/YYYY)**

5.) Select a **Payment Method** for paying the Enrollment Fee – you may also use this payment method as your Auto-Pay option, then click Continue:

### How would you like to pay?

**Enrollment fee amount**

\$25

**\* Payment method**

New credit or debit card

A processing fee of 2.85% will be charged for all credit card transactions.

New bank account

New 529 Savings Plan

If your 529 provider is not listed, please contact Transact directly for assistance.

International payment

Note: Some wire transfers may incur a wire transfer fee.

- 6.) After entering your payment method and payment information, you can enable or disable Auto-Pay. If enabling Auto-Pay, please review the **Auto Pay Terms and Conditions**:

Set up auto pay with the same payment method

**Auto pay terms and conditions**

Payment Authorization:

By checking the box below, you are authorizing MetaBank to process the ACH payments scheduled above:

- You authorize MetaBank to withdraw funds from the bank account selected for the amounts and on the dates shown in the payment schedule above.
- You represent that you have the authority to withdraw funds from the bank account selected.
- This authorization will continue until the date specified above or until you or the school cancels. The school may cancel if two consecutive payments are returned unpaid. If you choose to cancel any recurring payment, you must do so at least three (3) business days before the date of the next scheduled payment. You may cancel recurring payments by visiting your campus portal and navigating to the "MyAccount" page and clicking the "cancel" link. You may also change your payment amount if your school allows.
- Notice of Varying Payment Amount. You have the right to receive notice of all varying transfers. But, unless you exercise your option to receive prior notice of transfers varying in amount, you will not receive prior notice of any transfer within the following range of amounts: between \$0 and the total scheduled payment amount disclosed in the Truth in Lending disclosures provided to you (or disclosed in the payment schedule of any later delivered Truth in Lending disclosures if you elect to increase the amount financed) plus any related fees, including any ACH fees which may be applied. Unless you provide written instructions exercising this right to Customer Service Support at 22601 N. 19th Ave., Suite 130, Phoenix, AZ 85027, you agree that your option is to not receive prior notice of any transfer unless it exceeds the scheduled payment amount plus any related fees.

A FEE MAY BE CHARGED FOR EACH SCHEDULED ACH REQUEST. HOWEVER, YOU SHALL HAVE THE RIGHT TO TERMINATE OR CANCEL THE SCHEDULED PAYMENT TRANSACTION IF YOU DO NOT WISH TO PAY THE FEE BEFORE THE TRANSACTION IS PROCESSED.

I agree

- Click **I Agree** then click Continue at the bottom right corner

- If using the **Credit Card or Debit Card** payment option, you will need to review the **Service Charge** verbiage/charges and click the Checkbox to acknowledge it and click Continue again:

### Service charge

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment by using Transact Campus SmartPay, you will be charged a service charge for each payment as shown below. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

### Amount due now

<b>FALL 2023: FALL 2023 3 PAYMENTS PLAN</b>	
Enrollment fee	\$25.00
<b>Service charge</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$25.00</b>

### Payment Schedule

- 1  $\$300 + \$8.25 \text{ service charge} = \$308.25$   
Payment scheduled 7/25/23 | Payment due 7/25/23

---

- 2  $\$300 + \$8.25 \text{ service charge} = \$308.25$   
Payment scheduled 8/25/23 | Payment due 8/25/23

---

- 3  $\$300 + \$8.25 \text{ service charge} = \$308.25$   
Payment scheduled 9/25/23 | Payment due 9/25/23

I acknowledge that I have read and accept the terms and conditions of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge for each payment for the use of Transact Campus SmartPay. [View terms and conditions](#)

- 7.) Upon clicking Continue, you'll see the final Review Page below. Please ensure all payment information is correct then click the **Pay** button that shows you will be charged the enrollment fee immediately:

Last step! Let's make sure we have your correct information.

Email address



All notifications regarding this payment plan will be sent to the email address(es) saved in your profile.

### Amount due now

#### FALL 2023: FALL 2023 3 PAYMENTS PLAN

Enrollment fee \$25.00

**Total \$25.00**

### Auto pay details

First scheduled payment: 7/25/23

Payment amount: \$308.25

All remaining scheduled payments will occur on the payment plan due dates.

### Payment details

[Change](#)

Card number



VISA

Expiration date



Zip/Postal code



### Enrollment information

[Change](#)

Phone Number (XXX-XXX-XXXX)



Date of Birth (MM/DD/YYYY)



This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Cancel

Pay \$25

8.) You will see a payment confirmation message appear:



\$25

Thanks for your payment! You're now enrolled in FALL  
2023: FALL 2023 3 PAYMENTS PLAN

First scheduled payment: 7/25/23

Payment amount: \$308.25

The enrollment confirmation and payment receipt [#236](#) were sent to:



- You can click the Receipt Number hyperlink to review the digital receipt
- The **email entered under the Enrollment Information** section will receive a copy of the receipt via email as well as an email with the **Installment Due Dates and Amounts**



9.) The Payment Plan will appear on the Overview screen. Click on the Payment Plan to see the **Plan Details and Payment Schedule**:

**TCNJ THE COLLEGE OF NEW JERSEY**

FALL 2023: FALL 2023 3 PAYMENTS PLAN  
Auto payment scheduled 7/25/23

Overview  
**Payment Plans**

**Balance**  
Minimum due

My Account  
**Overview**  
Payment Plans  
Make a Payment  
Transactions  
Help  
Sign Out

**Payment plans**

Plan	Paid
FALL 2023: FALL 2023 3 PAYMENTS PLAN AUTO PAY	\$0

**FALL 2023**  
FALL 2023 3 PAYMENTS PLAN

**\$300**  
Payment scheduled 7/25/23\*  
AUTO PAY

Paid \$0 | Remaining \$900

**Payment Schedule** [Edit amount](#)

- \$300**  
Payment scheduled 7/25/23\*
- \$300**  
Payment scheduled 8/25/23\*
- \$300**  
Payment scheduled 9/25/23\*

**Make a payment**

**Need to enroll in a payment plan?**  
Enrolling in a payment plan takes just a few minutes and allows you to spread out payments on your education.  
[View payment plan options](#)

# My Account Settings for an Authorized Payer

1.) On the left-hand menu bar, click the **My Account** button to see your account settings:

The screenshot displays the 'My Account Overview' page for an authorized payer at The College of New Jersey. The page features a dark navigation bar with a 'My Account' button highlighted. The main content area shows a 'Summary' table with account details and a 'Payment plans' table with a 'Make a payment' button.

**TCNJ THE COLLEGE OF NEW JERSEY**

## Overview

My Account

Overview

Payment Plans

Make a Payment

Transactions

Help

Sign Out

The College of New Jersey

Balance: **\$28,575.83**

### Summary

Description	Amount
<b>Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)</b>	<b>\$13,845.83</b>
Minimum due	\$13,845.83
<b>FALL 2023: FALL 2023 5 PAYMENTS PLAN</b>	<b>\$13,860.00</b>
Auto payment scheduled 7/25/23	\$1,860.00
<b>FALL 2023: FALL 2023 3 PAYMENTS PLAN</b>	<b>\$870.00</b>
Auto payment scheduled 7/25/23	\$103.33
<b>Balance</b>	<b>\$28,575.83</b>
Minimum due	\$13,845.83

### Payment plans

Plan	Paid	Remaining
FALL 2023: FALL 2023 3 PAYMENTS PLAN	\$0.00	\$870.00

[View](#)

[Make a payment](#)

- 2.) On the **My Account** screen, you'll see the Student's name, saved Payment Methods (any saved payment methods are NOT shared between the Authorized Payer & the Student, or between two Authorized Payers), whether or not you signed up for SMS/Email notifications, and any agreements you sign upon signing in and paying for the first time:

The screenshot displays the 'My Account' interface for The College of New Jersey. At the top, there is a dark header with a circular profile picture placeholder. Below this, the college's name 'The College of New Jersey' is centered. The main content area is divided into several sections:

- Basic information:** A white box containing the label 'User name' and a blacked-out value.
- Payment methods:** A white box with a plus icon and the text 'Add payment method'.
- Contact information:** A white box containing the label 'Email address' and a blacked-out value.
- Notifications:** A white box with two rows: 'Email notifications' with a pencil icon, and 'SMS notifications' with a 'Sign up' link.
- Privacy & terms:** A white box containing the text 'Use of personal information' and a 'View' link.

## Reviewing Transactions as an Authorized Payer

1.) To review transactions, click the **Transactions** button on the left side menu bar:

**TCNJ THE COLLEGE OF NEW JERSEY**

### Transactions

Date	Description	Receipt	Amount
5/12/23	Enrollment fee FALL 2023: FALL 2023 3 PAYMENTS PLAN	<a href="#">#190</a>	\$25.00
5/10/23	Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)	<a href="#">#127</a>	\$776.94

Showing 1-2 of 2

2.) Click on the Receipt Number hyperlinks to review the digital receipts from each transaction:

**TCNJ THE COLLEGE OF NEW JERSEY**

### Receipt

Date: 5/12/23  
Business date: 5/11/23  
Method: [redacted]  
ID: [redacted]  
Total amount: \$25.00

Description	Amount
Enrollment fee FALL 2023: FALL 2023 3 PAYMENTS PLAN	\$25.00
Subtotal	\$25.00
Total	\$25.00

Payments received	Amount
VISA [redacted]	\$25.00
Total	\$25.00

Thank you for the payment.

## Resetting an Authorized Payer's Credentials

- 1.) Contact the Student to reset your password if needed. Instructions on how to reset an Authorized Payer's credentials is on the **HOW TO PAY YOUR BILL IN TRANSACT PAYMENTS/PAYMENT PLAN PORTAL AS A STUDENT**. Once the Student resets your password, you will receive the following email with a new temporary password:

Your password has been reset Inbox x



stuaccts@tcnj.edu

to me ▾

2:46 PM (0 minutes ago)



A new password was recently requested for your account at The College of New Jersey.

Your new login information is:

User name: [REDACTED]

Password: [REDACTED]

When you login you will be prompted to change your password. We encourage you to immediately change it to something you will remember.

To access the account, please click the link below.

[https://\[REDACTED\]](#)

(If clicking the link does not work, please copy and paste the information into your browser.)

- Once you sign in with those new credentials, you will be prompted to change your password again

- 2.) The second option is to click the **Forgot Password** hyperlink from the Login Portal site:

The image shows a login form with a light blue background and a decorative border. It contains the following elements:

- User name**: A text input field.
- Password**: A text input field.
- Sign in**: A large, rounded, grey button.
- Forgot password**: A yellow button with a blue border.
- Pay as a guest**: A blue text link.

- 3.) Enter the email associated with your Authorized Payer account, then click Continue on the bottom right corner of the page:

**What is the email address associated with your account?**

\* Email address

- 4.) Upon clicking Continue, you will receive the confirmation notification below. Click Continue on the bottom right corner to go back to the login page again:



**Your user name and a temporary password have been sent to**



If you don't receive an email, make sure you entered the correct email address associated with your account.

- 5.) You will receive the email below. Please note: If you are an Authorized Payer to **more than one student**, all of your Authorized Payers login passwords will be reset that is associated with the email entered above:



stuacct@tcnj.edu

to me ▾

10:56 PM (3 minutes ago)



A new password was recently requested for your account(s) at The College of New Jersey.

Your new login information is:

User name:



Password:

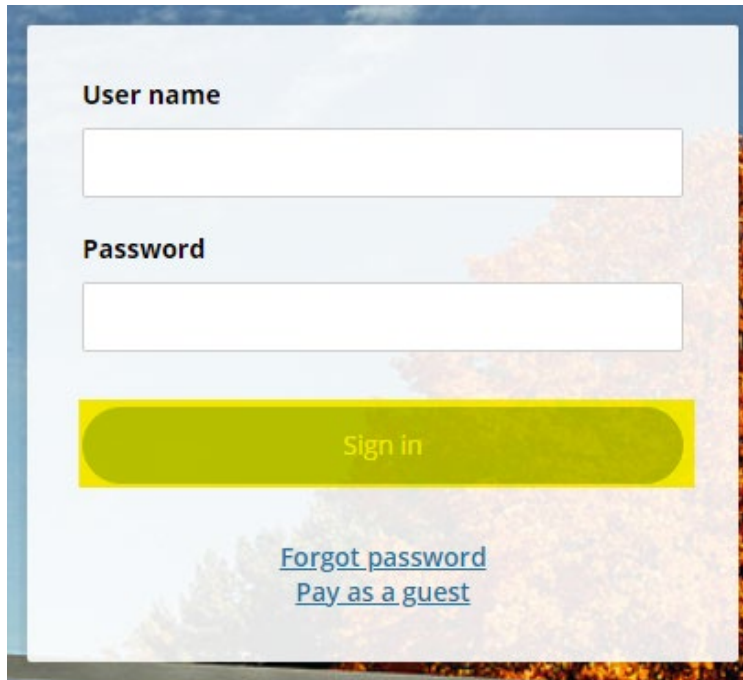


To access the account, please click the link below.

<https://>



6.) Enter your new temporary password and user name, then click Sign In:



The image shows a sign-in form with a light blue background and a decorative border. It contains two input fields: "User name" and "Password". Below the fields is a prominent yellow "Sign in" button. At the bottom, there are two blue links: "Forgot password" and "Pay as a guest".

7.) You will be prompted to change your password again to before proceeding to the Overview dashboard:

## Create a new password

**\* Password**

*At least 8 characters, with 3 letters, and 2 non-letters*

**\* Confirm password**

---

**Email me about this student's...**

Payment plans