

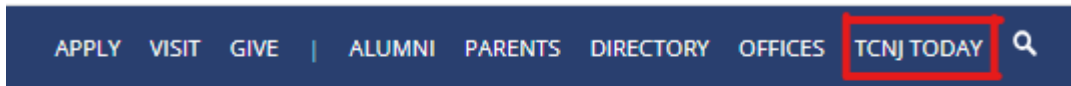
HOW TO REGISTER AN AUTHORIZED PAYER

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Navigating to the Payment Site

- 1.) First, navigate to our general TCNJ site: <https://tcnj.edu/>
- 2.) Click on the TCNJ Today button on the top menu bar:

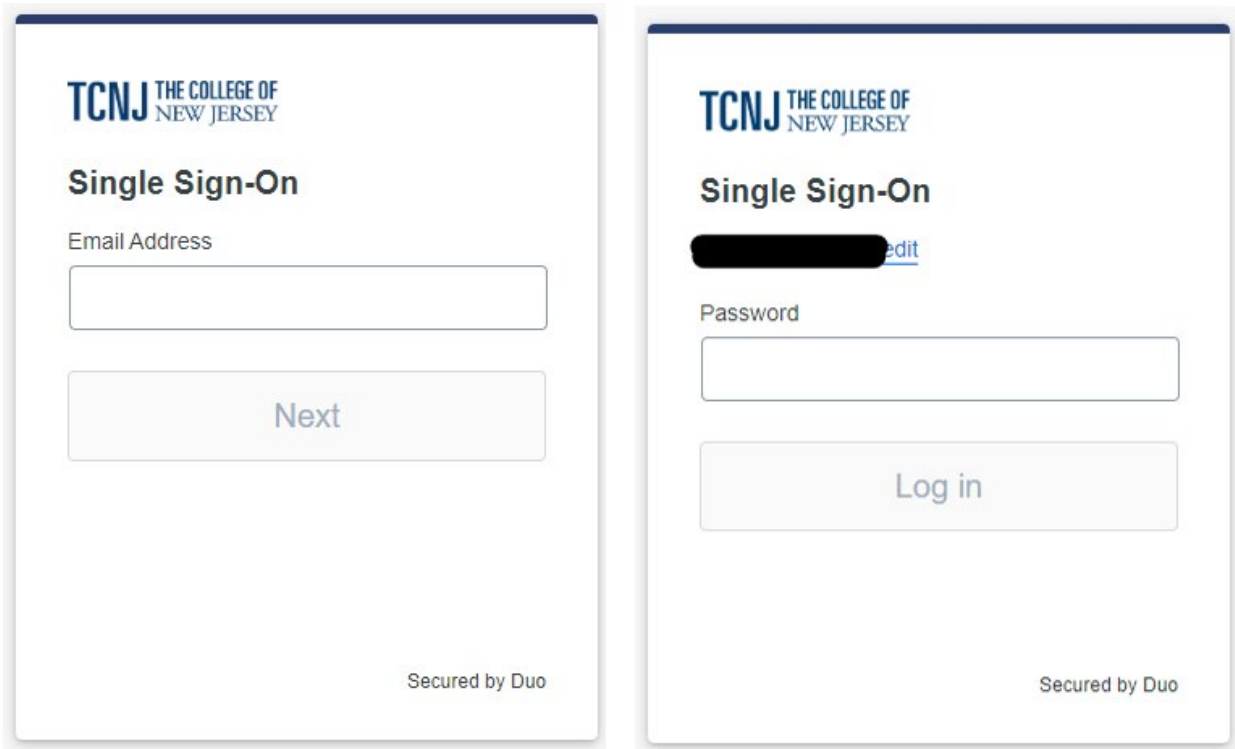


emics Admissions Athletics Campus Life

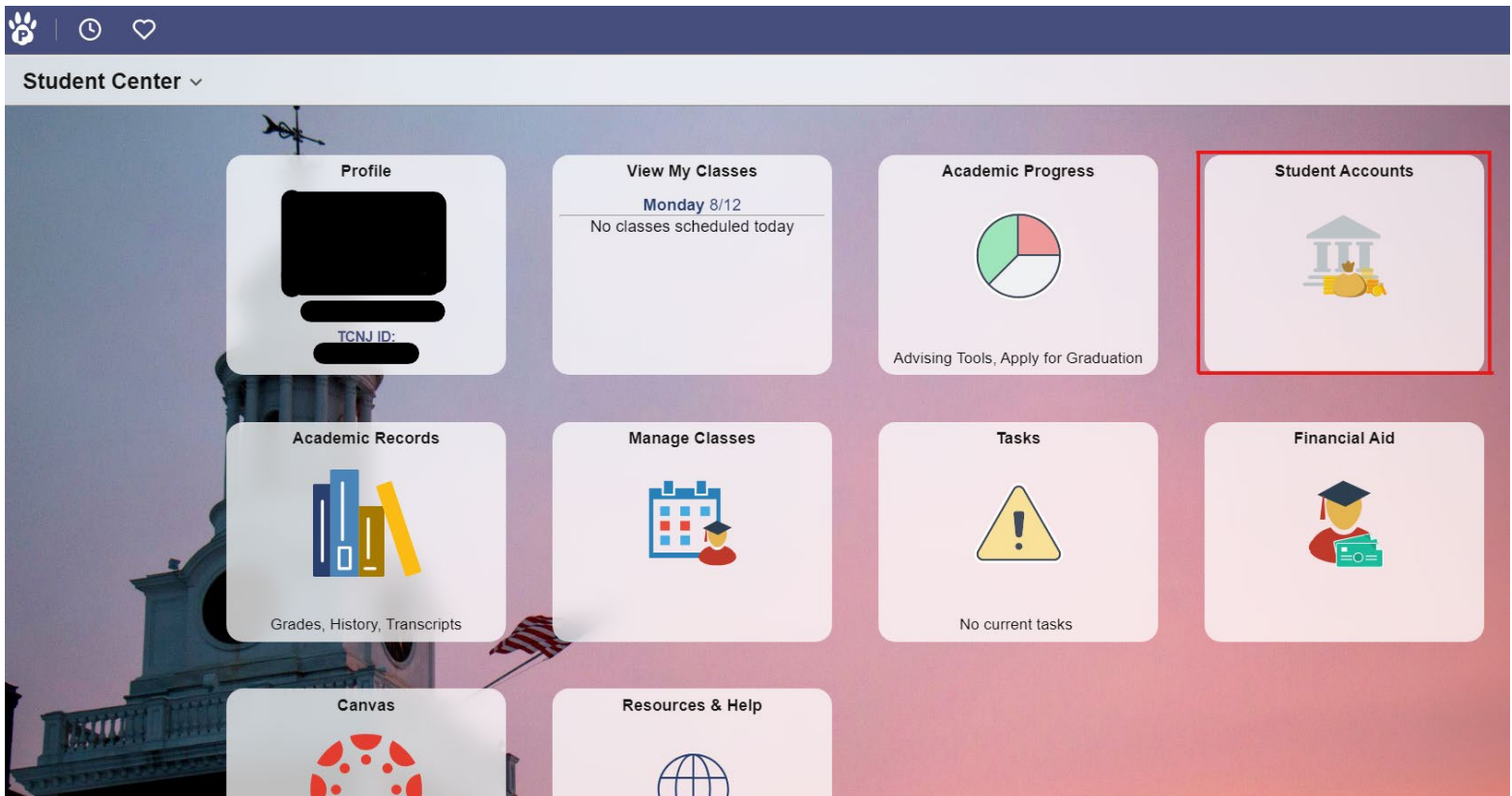
- 3.) Click the PAWS icon in the yellow banner at the top of the screen:



4.) Enter your TCNJ credentials to sign in via the SSO login:



5.) Click the Student Accounts tile highlighted in red below:



6.) Click the “Payment/Payment Plans” button on the left side menu, then click “Make a Payment” button in the middle of the screen to be signed into the payment site:

Account Balance
Payment/Payment Plans
View Bill
Account Activity
Charges Due
Refund Direct Deposit
Payment History
View Student Permissions
View 1098-T
Student Health Insurance

TCNJ Make A Payment

The College of New Jersey payment process utilizes Transact to process installment payment plans, and one-time e-check, credit/debit card, 529 and International Wire transactions. The payment experience consists of

1. Selecting Payment Plans or Make a Payment
2. Inputting the appropriate amount for your payment
3. Selecting the payment method
4. Submitting payment

Please Note: Transact charges a 2.85% (4.25% for international payments) convenience/service fee for all credit card transactions. (Subject to change).

To ensure your payment processes, please be sure your computer pop-up blocker is turned off.



PLEASE DO NOT RE-SUBMIT PAYMENTS WITHOUT CHECKING FOR A CONFIRM EMAIL FIRST FROM YOUR FIRST PAYMENT.

MAKE A PAYMENT

Registering an Authorized Payer

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

The screenshot shows the 'My Account' overview page for The College of New Jersey. The page includes a navigation menu on the left with options like 'My Account', 'Overview', 'Payment Plans', 'Make a Payment', 'Transactions', 'Help', and 'Sign Out'. The main content area displays the account balance as \$28,575.83 and a summary of tuition and fees. A table lists various payment plans with their respective amounts and scheduled dates. A 'Make a payment' button is visible at the bottom right.

TCNJ THE COLLEGE OF NEW JERSEY Overview 🔔 2

My Account Balance

Overview \$28,575.83

Summary

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

Payment plans [View](#)

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

[Make a payment](#)

- 2.) On the **My Account** screen, you'll see your (Student) name, saved Payment Methods, any registered Authorized Payers, whether or not you signed up for SMS notifications, and the agreements the Student signs upon signing in for the first time. Click on **Send a Payer Invitation**:

The College of New Jersey

Basic information

Name [REDACTED]

Payment methods

[REDACTED]	MEDICARD	[EDIT]
[REDACTED]	AMERICAN EXPRESS	[EDIT]
[REDACTED]	DISCOVER	[EDIT]
[REDACTED]	VISA	[EDIT]
[REDACTED]		[EDIT]

[+ Add payment method](#)

Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

[REDACTED]	[EDIT]
------------	--------

[+ Send a payer invitation](#)

SMS notifications

[Sign up](#)

Privacy & terms

Use of personal information [View](#)

Agreements

eSignature disclosure [View](#)

3.) Fill in the Authorized Payer's information in the Form and click **Send Invitation:**



My Account

Payer Invitation

Payer information

* **First name**

* **Last name**

* **Email address**

* **Confirm email address**

Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.



Message to payer

Maximum 250 characters





Cancel

Send invitation

4.) The Authorized Payer will receive the email below with their User name and a temporary Password:

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

Inbox x

 **stuaccts@tcnj.edu** 2:10 PM (0 minutes 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.)

- When the Authorized Payer logs in for the first time, they will be prompted to change their password.

Removing/Resetting an Authorized Payer and Their Credentials:

1.) Click on **My Account** and then click the *Pencil* icon to edit the Authorized User:

The College of New Jersey

My Account

Payers

Basic information

Name [Redacted]

Payment methods

- [Redacted] MASTERCARD
- [Redacted] AMERICAN EXPRESS
- [Redacted] DISCOVER
- [Redacted] VISA

+ Add payment method

Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

- [Redacted]

+ Send a payer invitation

SMS notifications

[Sign up](#)

Privacy & terms

Use of personal information [View](#)

Payer information

Name [Redacted]

Email address [Redacted]

Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

[Remove payer](#)

[Resend payer invitation](#)

This will also reset the payer's password.

[Cancel](#) [Save](#)

- 2.) Click either **Remove Payer** to revoke the Authorized Payer access or click **Resend Payer Invitation** to reset the Authorized Payer's credentials. The Authorized Payer would receive the email below:

Your password has been reset Inbox x



stuaccts@tcnj.edu

to me ▾

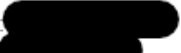
2:46 PM (0 minutes ago)



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

Your new login information is:

User name:



Password:



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://>



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