How to Pay your Students Bill

Office of Student Accounts
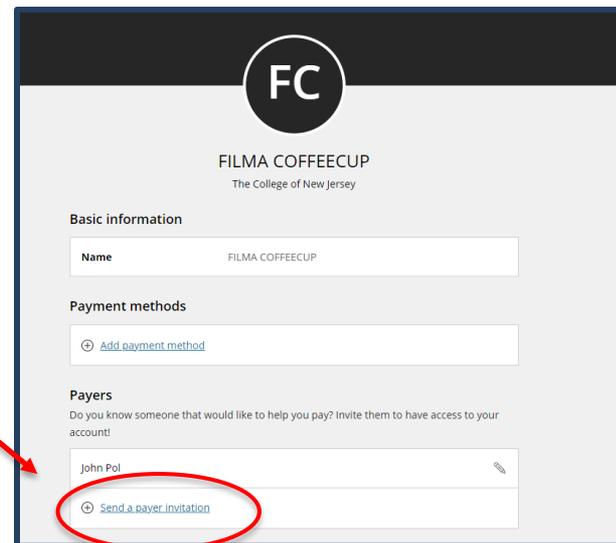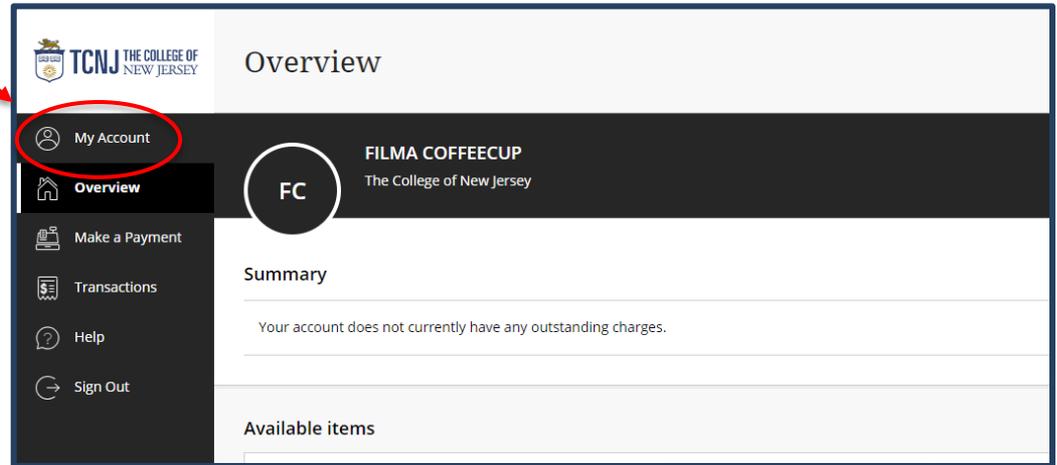
Green Hal 119

stuaccts@tcnj.edu

How to Pay your Students Bill

*Before attempting to make a payment for your TCNJ Student, make sure they have set you up as an authorized payer. To do so, your student can log into the Transact payment portal, go to the "My Account" tab, and select "Send a Payer Invitation" and input the appropriate information.

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The Authorized Payer will receive log in credentials to the email your student inputted in their invitation.
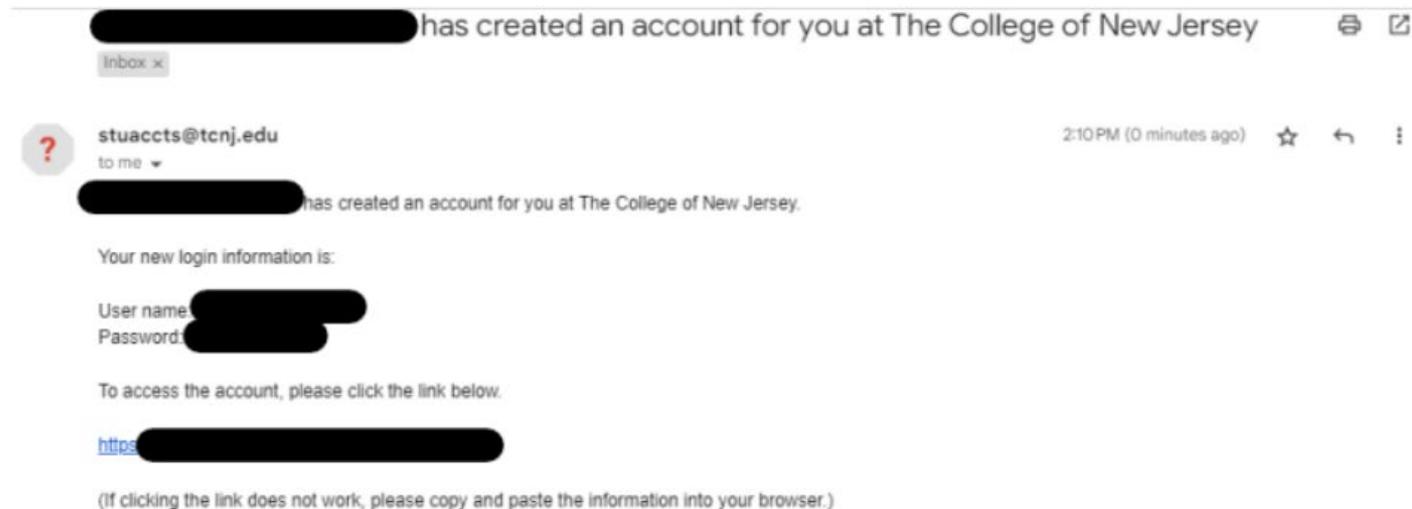
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Step 1: Navigate to the Authorized User PAWS Portal located on the Authorized User homepage: https://authorizeduser.tcnj.edu/

Step 2: Login to PAWS with your authorized user Username and Password.

*please note that the authorized user credentials are different from an authorized payer credentials
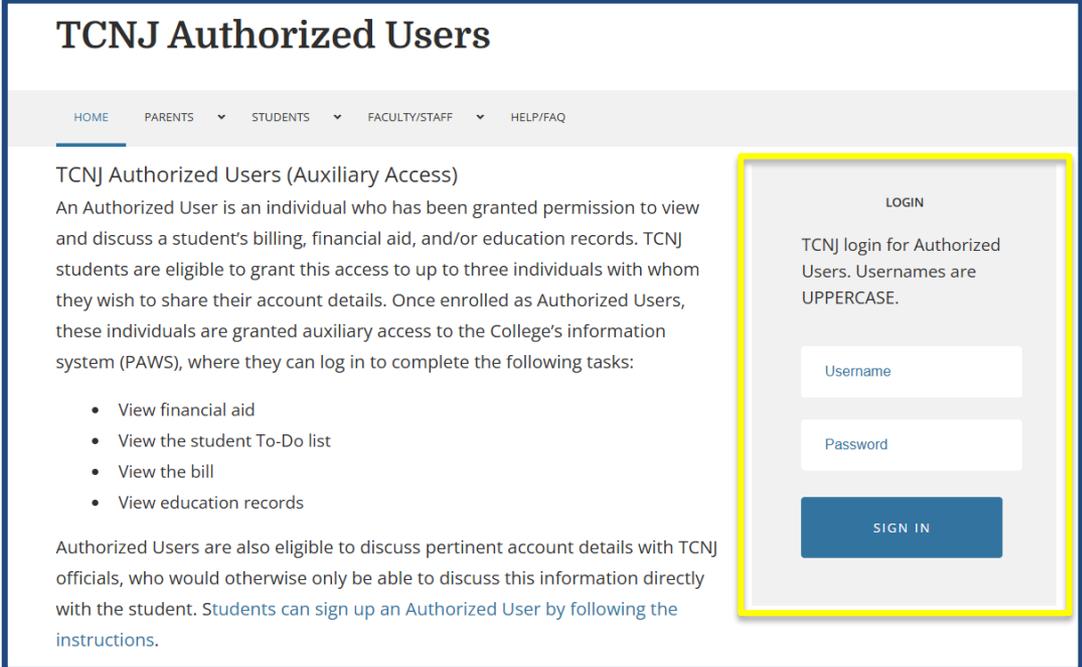

TCNJ Authorized Users

HOME   PARENTS ▼   STUDENTS ▼   FACULTY/STAFF ▼   HELP/FAQ

TCNJ Authorized Users (Auxiliary Access)

An Authorized User is an individual who has been granted permission to view and discuss a student's billing, financial aid, and/or education records. TCNJ students are eligible to grant this access to up to three individuals with whom they wish to share their account details. Once enrolled as Authorized Users, these individuals are granted auxiliary access to the College's information system (PAWS), where they can log in to complete the following tasks:

- View financial aid
- View the student To-Do list
- View the bill
- View education records

Authorized Users are also eligible to discuss pertinent account details with TCNJ officials, who would otherwise only be able to discuss this information directly with the student. Students can sign up an Authorized User by following the instructions.

LOGIN

TCNJ login for Authorized Users. Usernames are UPPERCASE.

Username

Password

SIGN IN

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Step 3: Once on the homepage, click the Student Accounts tile.

Step 4: Select from the left side menu "Payments/Payment Plan Portal" to access our third-party payment provider, Transact.

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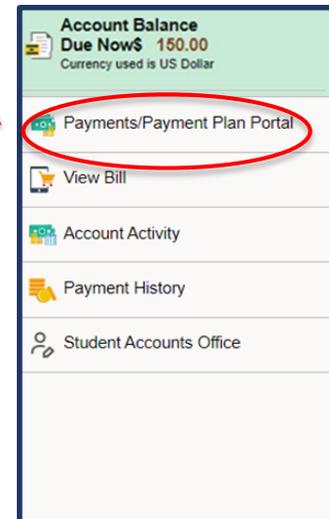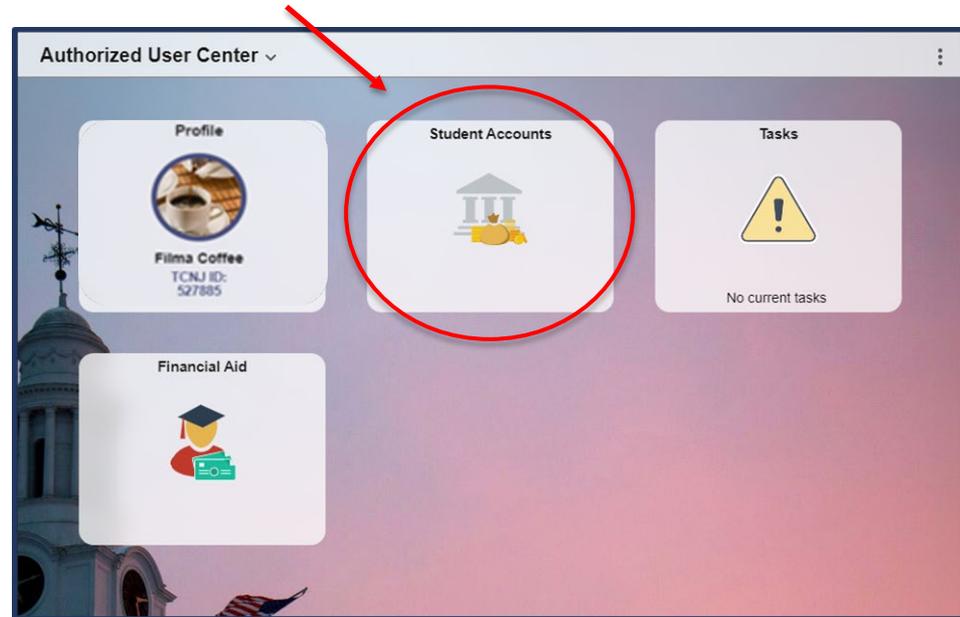
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Step 5: To be directed to our third-party payment provider, Transact, read over the information presented and click "I Accept".

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Step 6: If this is your first time logging in with your authorized payer account, you will be prompted to change your temporary password to a permanent password for security reasons. Here you can also select to receive notifications about the students payments.
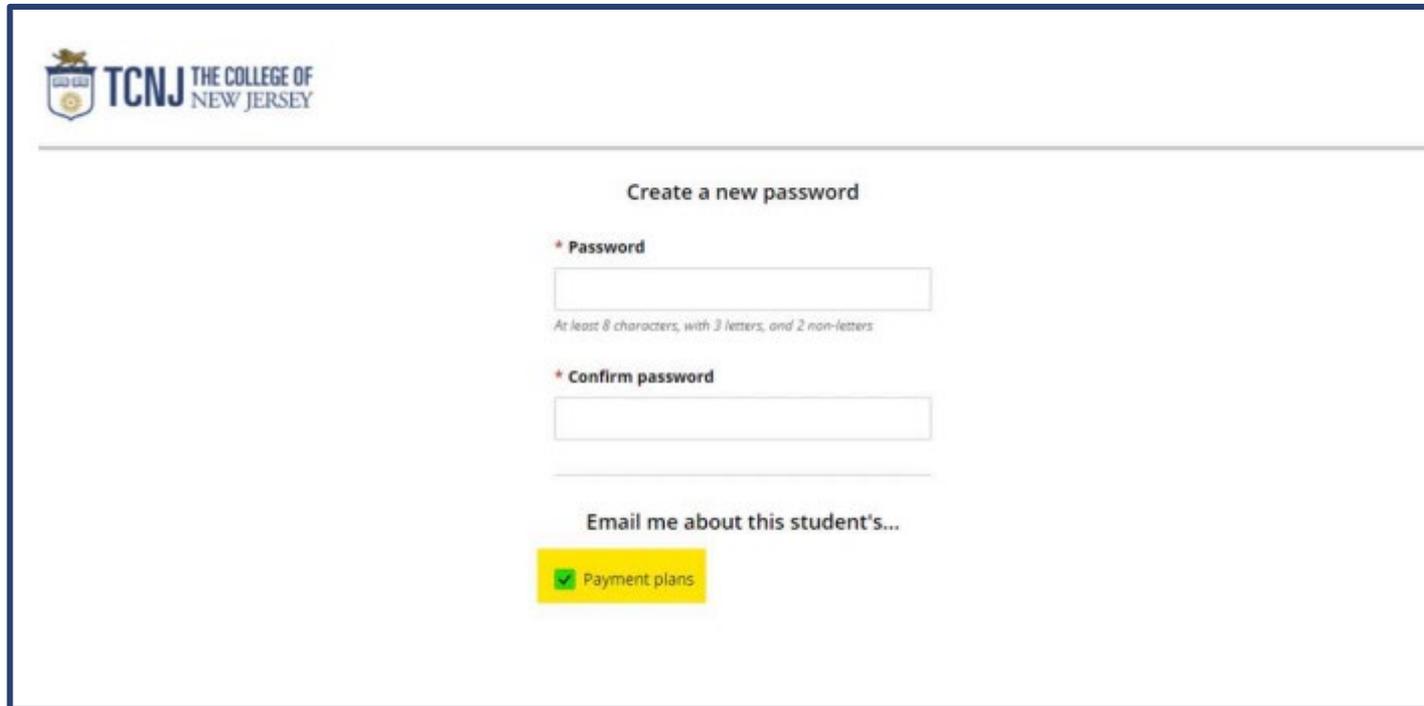
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Step 7: Once logged in, you will see the "Overview" tab first by default. Either click the "Make a Payment" button on the left side menu bar, or the button at the bottom right corner of the page.

*Note: students will NOT by default be enrolled in a Payment plan, therefore the Payment Plan section may or may not show depending if the student is enrolled in one.

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Step 8: You will be shown your available balance items. Select the checkboxes on the left to choose what you would like to submit payment for and enter the amount of money you want to pay towards each selected item in the drop-down boxes on the right.

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Step 9: You also have the option to pay for specific items/charges. If you see your available item on the list, please select and proceed. If you have <u>no balance</u> but would like to make a payment, you can select to make a "One-Time Semester Payment".

Would you like to pay for something else?

Available items

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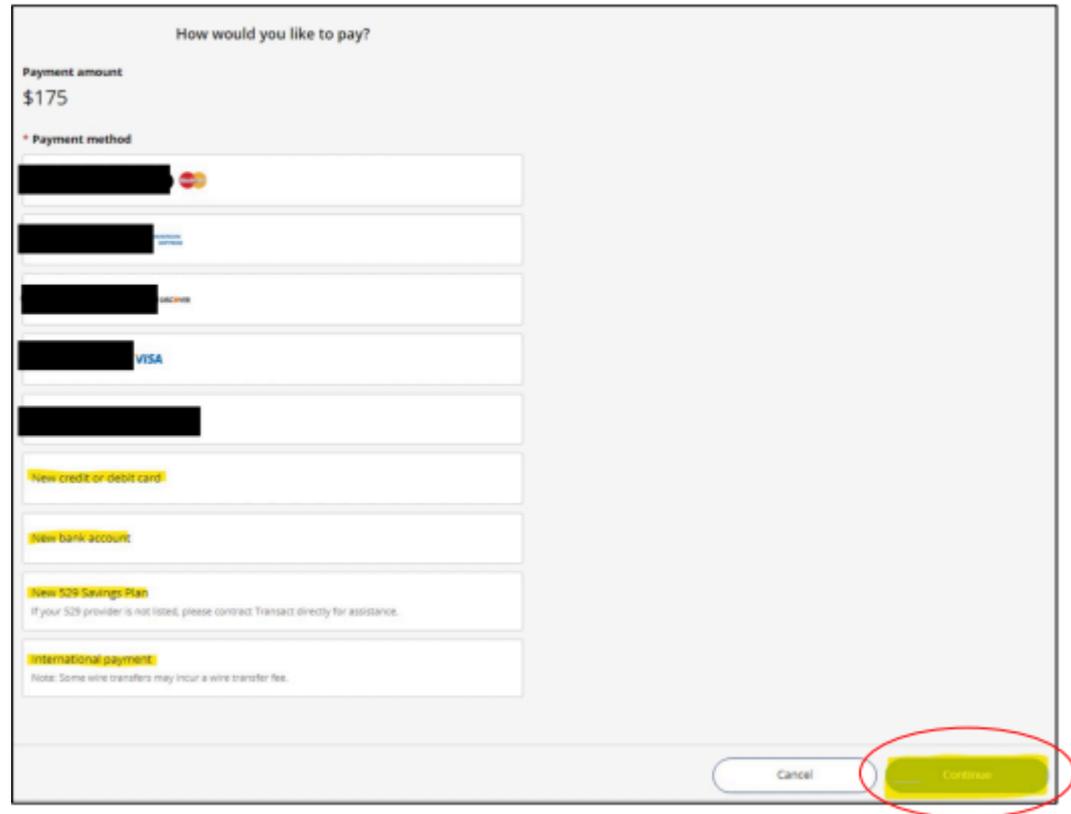
View details

Incoming Student Enrollment Deposit (Freshman/Transfer Students) [PLEASE ENTER A DOLLAR AMOUNT TO PAY]

View details

One-Time Semester Payment

View details

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Step 10: On the next screen you will be asked what method you would like to pay the balance with. Select your payment method and then click continue.

You can either select an existing bank account or credit/debit card if you have saved one from past payments, or you can add a new method of payment.

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Step 11: The final step for checkout is to review the following:

- Items you are paying towards

- The amount of funds that is going towards each item

- Payment information and the recipients email address

Once you have confirmed all the information is correct, click the "Pay" button at the bottom right showing the total you will be paying

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Receipt: Once a payment is submitted, the email recipient will receive a copy of the payment receipt via email: