

How to Pay your Students Bill

Office of Student Accounts

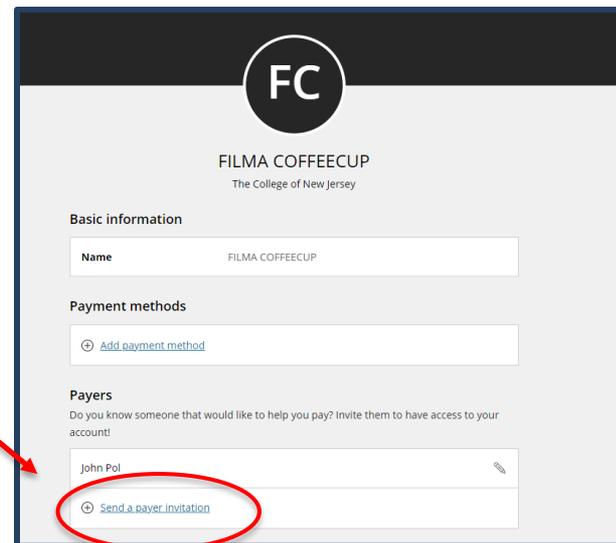
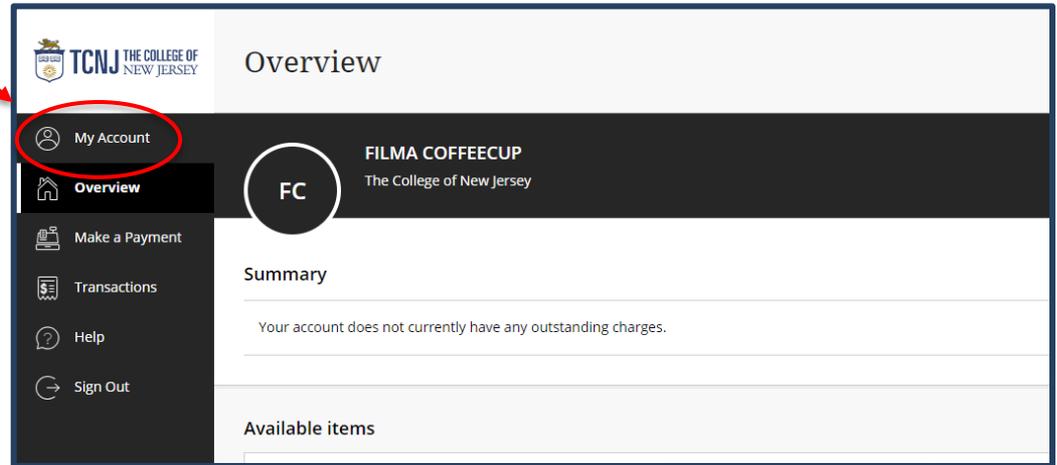
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stuaccts@tcnj.edu



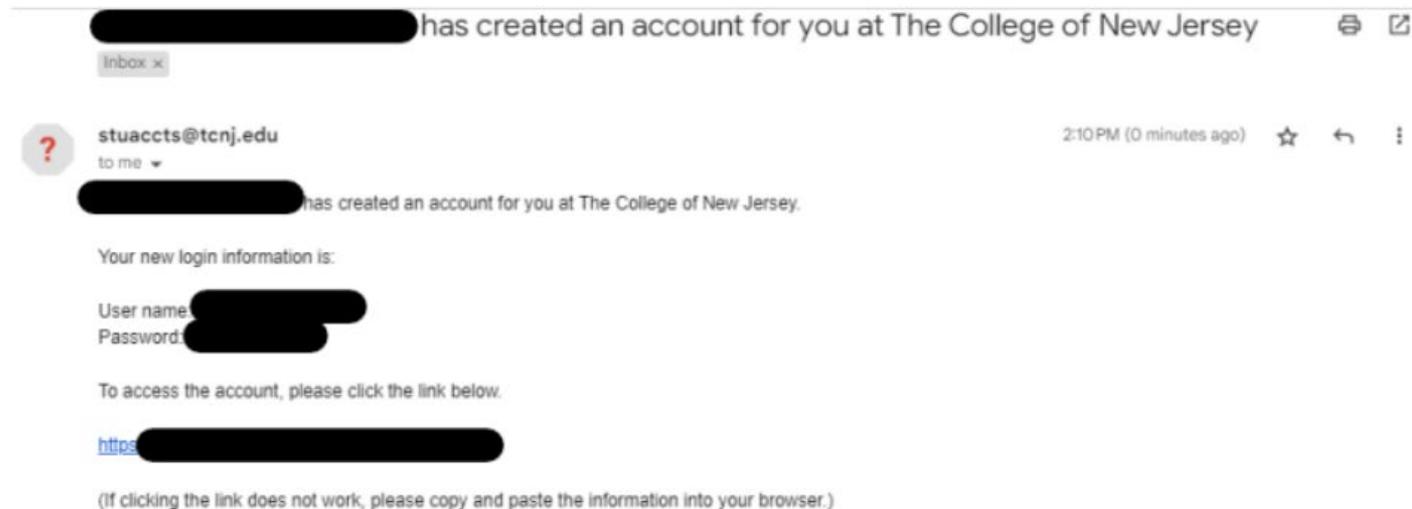
How to Pay your Students Bill

*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.

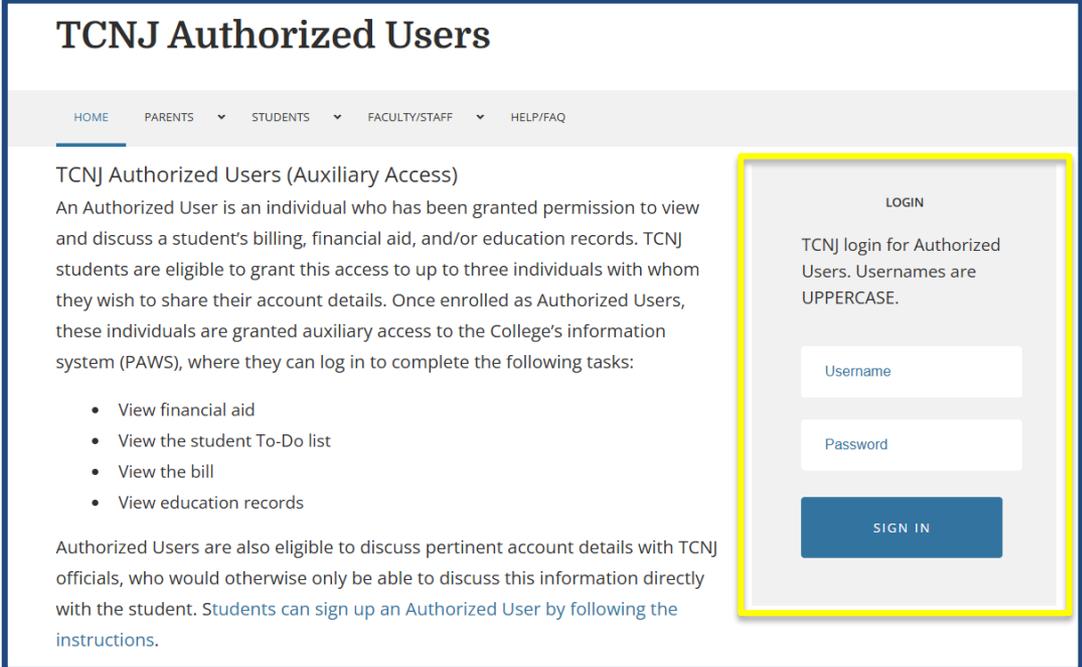


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Step 1: Navigate to the Authorized User PAWS Portal located on the Authorized User homepage:
<https://authorizeduser.tcnj.edu/>

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

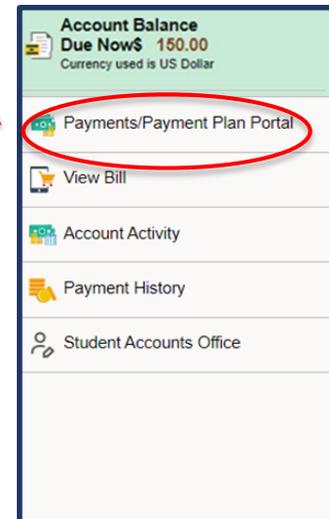
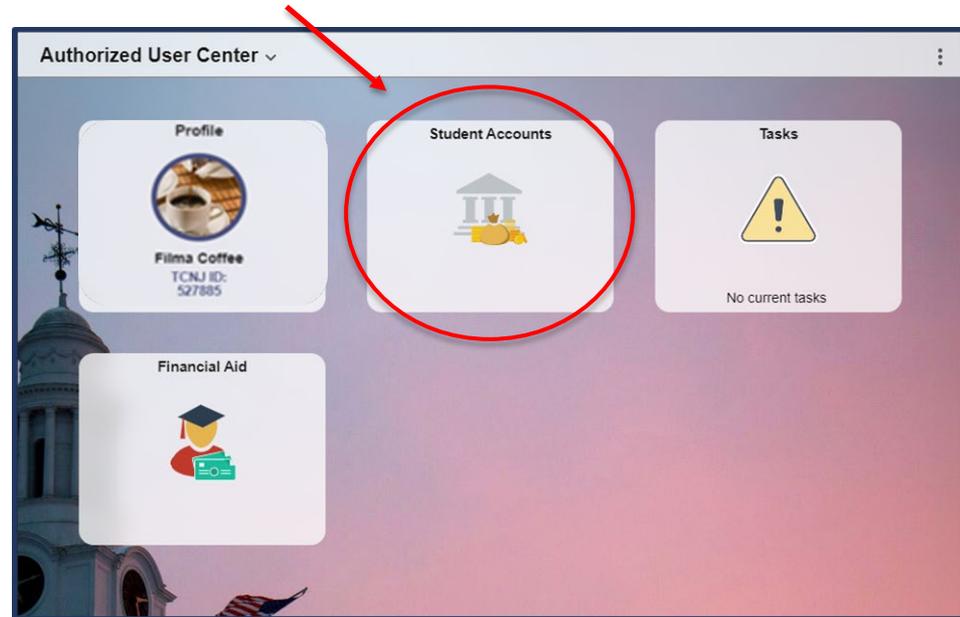


The screenshot shows the 'TCNJ Authorized Users' page. At the top, there is a navigation bar with links for HOME, PARENTS, STUDENTS, FACULTY/STAFF, and HELP/FAQ. The main heading is 'TCNJ Authorized Users (Auxiliary Access)'. Below this, a paragraph explains that an Authorized User is granted permission to view and discuss a student's billing, financial aid, and/or education records. It notes that TCNJ students can grant this access to up to three individuals. A bulleted list of tasks includes: View financial aid, View the student To-Do list, View the bill, and View education records. A paragraph at the bottom states that Authorized Users can also discuss account details with TCNJ officials. On the right side, there is a 'LOGIN' section with a yellow border, containing the text 'TCNJ login for Authorized Users. Usernames are UPPERCASE.', input fields for 'Username' and 'Password', and a blue 'SIGN IN' button.

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

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).

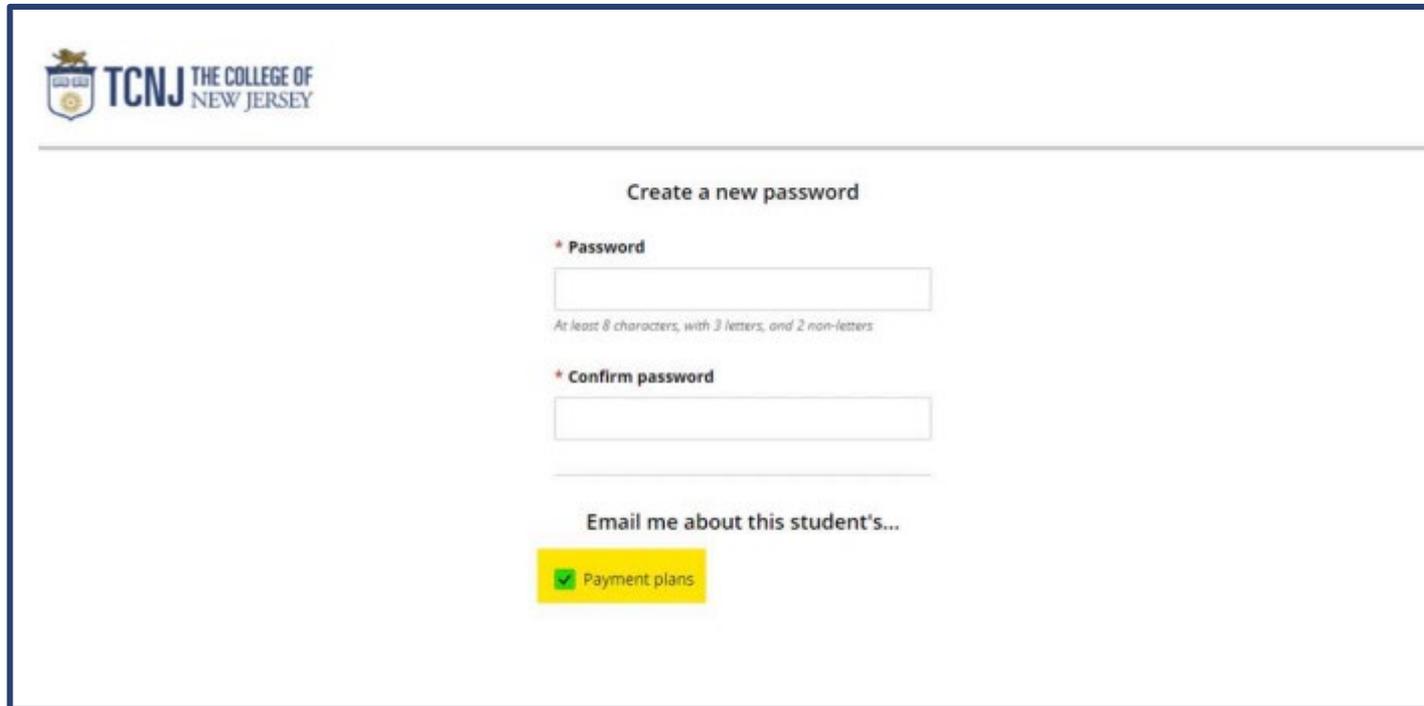
To ensure your payment processes, please be sure your computer pop-up blocker is turned off.

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



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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.



The screenshot shows the TCNJ login interface. At the top left is the TCNJ logo with the text "TCNJ THE COLLEGE OF NEW JERSEY". Below the logo is a horizontal line. The main heading is "Create a new password". There are two required fields: "Password" and "Confirm password". Below the "Password" field is a note: "At least 8 characters, with 3 letters, and 2 non-letters". Below the "Confirm password" field is a horizontal line. Underneath is the text "Email me about this student's...". At the bottom is a yellow button with a green checkmark and the text "Payment plans".

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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.

The screenshot displays the 'Overview' page for a student account at TCNJ. The page header includes the TCNJ logo and the student's name, FILMA COFFEECUP. The left sidebar contains navigation options: My Account, Overview (selected), Make a Payment (circled in red), Transactions, Help, and Sign Out. The main content area shows a balance of \$0 and a summary of charges. Under 'Available items', there are three payment options: Graduate Enrollment Deposit (PLEASE...), Incoming Student Enrollment Deposit..., and One-Time Semester Payment. At the bottom right, there is a 'Make a payment' button (circled in red).

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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.

How much would you like to pay?

Balance items

Check all | 0 of 1 selected

Description	Minimum	Balance	Amount
<input type="checkbox"/> Tuition and Fees (PLEASE ENTER A DOLLAR AMOUNT FOR PAYMENT BEFORE PROCEEDING)	\$150.00	\$150.00	\$0.00

Total balance \$150.00

Pay amount \$0.00

Remaining balance \$150.00

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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 no balance 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](#)

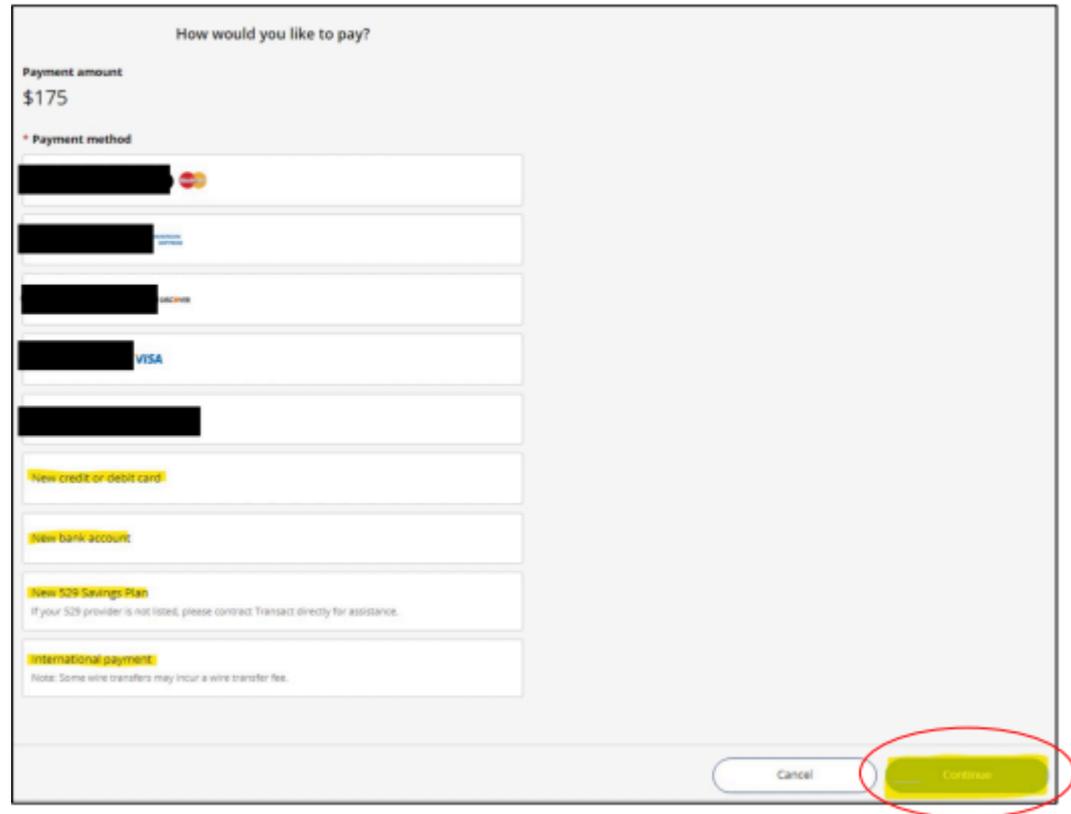
Incoming Student Enrollment Deposit (Freshman/Transfer Students) [PLEASE ENTER A DOLLAR AMOUNT TO PAY]
[View details](#)

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.



The screenshot shows a payment selection interface with the following elements:

- Title:** How would you like to pay?
- Payment amount:** \$175
- Payment method section:** A list of options with red expand/collapse icons to the left:
 - MasterCard (with a blacked-out card number)
 - Discover (with a blacked-out card number)
 - Discover (with a blacked-out card number)
 - VISA (with a blacked-out card number)
 - (with a blacked-out card number)
 - New credit or debit card** (highlighted in yellow)
 - New bank account** (highlighted in yellow)
 - New 529 Savings Plan** (highlighted in yellow)
If your 529 provider is not listed, please contact Transact directly for assistance.
 - International payment** (highlighted in yellow)
Note: Some wire transfers may incur a wire transfer fee.
- Buttons:** "Cancel" and "Continue" (the "Continue" button is highlighted in green and circled in red).

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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

* Email address
[Redacted]

Summary [Change](#)

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

Payment details [Change](#)

Card number	[Redacted]	
Expiration date	[Redacted]	
Zip/Postal code	[Redacted]	

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

Cancel **Pay \$179.82**

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

