



LAKE SUPERIOR STATE UNIVERSITY

Bill and Payment Suite Instruction Manual

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If you have any problems using the Bill and Payment Suite
and cannot find the solution in this manual,
please contact the Business Office for assistance.

(906) 635-2276

busops@lssu.edu

Authorized Users: Please add the above e-mail address to your address book
so that your notifications are not filtered by your spam blockers.

Accessing Account Billing Information

Log in to your account through my.lssu.edu. Select Anchor Access from the LSSU Web Services Channel. Click on the Student tab, then Student Account and Tax Information. Choose Student Bill & Payment Suite.

You will then be logged in to the secure Bill & Payment Suite module at the home page shown below.

LAKE SUPERIOR STATE UNIVERSITY

Important Information | Ask for Help | Log Out

Logged in as: **Test Registrar**

Home eBills Payments Deposits Payment Plans Refunds Authorized Users My Profiles

Welcome Test Registrar!

This is the place to manage your student account activity. Here you can view your bills, make payments, enroll in a payment plan, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site.

Announcements

Welcome! If this is your first time accessing the new system, please take a few minutes to get familiar with the options and settings. With this new system, you can set up direct deposit, installment plans, payment methods and authorized users all online. If you previously had direct deposit, it has now been cancelled and you must set it up in this system. If you need help navigating the new system, please click on the help link above for instructions on how to use the system. If you still have problems, please contact the Business Office at (906) 635-2276.

Quick View

Current Account Status eBills Recent Payments and Credits Enroll in a Payment Plan Create a Refund Profile

Current Account Status

Your current account balance, including [recent account activity](#), is **\$4,102.00**. You can also view transactions and pay balances from [previous terms](#).

Current Account Status	
Balance:	\$4,102.00

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

The main page displayed will show your current account balance. The current account balance will reflect all activity on your account and may not equal the balance on your last e-bill if you have made recent changes. The Current Account Status balance is the real-time balance of your account.

Viewing eBills

To view your e-bill, click the “eBills” tab at the top of the screen or in the Quick View area.

Quick View

Current Account Status **eBills** Recent Payments and Credits Enroll in a Payment Plan Create a Refund Profile

eBills

[A new bill](#) for Student Account was delivered on 09/25/2009.

Account Type	Statement Date	Bill Amount
Student Account	09/25/2009	\$ 4,102.00

[Make a Payment](#)

Quick View

Current Account Status **eBills** Recent Payments and Credits Enroll in a Payment Plan Create a Refund Profile

eBills

[A new bill](#) for Student Account was delivered on 09/25/2009.

Account Type	Statement Date	Bill Amount
Student Account	09/25/2009	\$ 4,102.00

[Make a Payment](#)

The Quick View area will show you the latest statement date and amount. To view the statement, click on “Student Account”, or on “A new bill”. If you choose the eBills selection from the menu at the top, you will immediately see the latest eBill.



[Home](#)
[eBills](#)
[Payments](#)
[Deposits](#)
[Payment Plans](#)
[Refunds](#)
[Authorized Users](#)
[My Profiles](#)

[Account Summary](#)
[Recent Account Activity](#)

Account Name	Statement Date	Due Date	Statement Amount	Current Balance*	Action
Student Account	09/25/2009	10/15/2009	\$4,102.00	\$4,102.00	Pay

* Current balance includes [activity since your last statement](#), including recent payments and new charges.

View Statement:
09/25/2009
Go

[Print This Statement](#)



Lake Superior State University
650 W Easterday Avenue
Sault Sainte Marie, MI 49783
906-635-2276
<http://www.lssu.edu>

Student ID: A00081788
Due Date: 10/15/2009
Statement Date: 09/25/2009
Student Name: Test Registrar
Term: 201020

Student Schedule/Bill

CRN	SUBJ	CRSE	SEC	COURSE TITLE	CREDS	DAYS	START/STOP	BUILD	ROOM
20124	COMM	101	001	Fund/Speech Com	3.00	MWF	1000-1050am	ART	215
20260	ENGL	110	001	First-Year Comp	3.00	TR	0200-0320pm	CAS	205
20449	MATH	111	001	College Algebra	3.00	TR	0200-0320pm	CAS	119
20574	PSYC	101	001	Introduction to	4.00	MTRF	1100-1150am	LBR	278
20664	SOCY	103	001	Cultural Divers	3.00	W	0500-0800pm	CAS	205

Course Credits: 16.00

CHARGES		CREDITS/ANTICIPATED CREDITS	
Resident Tuition	4,092.00		
Special Course Fee	10.00		
Total Charges:	\$ 4,102.00	Total Credits/Anticipated Credits:	\$ 0.00

NOTICE TO STUDENTS ON INSTALLMENT PLANS: Your AMOUNT DUE only reflects the your current payment amount due.

Previous Balance: \$ 0.00
Current Term Balance: \$ 4,102.00
AMOUNT DUE: \$ 4,102.00
Future Balance: \$ 0.00

From within this window, you can view previous eBills by selecting them from the drop down box. The charges area will show all charges posted as of the statement date. The credits/anticipated credits area will show all payments and potential financial aid that can be used for payment at this time. It will also show the total deferred payment amounts due at future dates. See the Payment Plan section for more information on how the payment plan works.

The AMOUNT DUE is the amount that needs to be paid at this time. This amount may change due to schedule adjustments, financial aid adjustments, or additional charges.

Make a Payment

To make a payment on an account, choose the “Pay” link at the top right under “Action”. It will bring you to the payment screen where you can see if there is a pending payment.



Important Information | Ask for Help | Log Out

Logged in as: **Test Registrar**

Home | eBills | **Payments** | Deposits | Payment Plans | Refunds | Authorized Users | My Profiles

Make a Payment | Payment History

Most Recent Billing Statement

Account Description	Statement Date	Statement Amount	Current Balance*	Action
Student Account Statement -- Payment Due On 10/15/2009	09/25/2009	\$4,102.00	\$4,102.00	Pay

* Current balance includes activity since your last statement, including recent payments and new charges.

Pending Payments

No payments have been set up.

From the payment screen, choose the “Pay” action on the right.



Logged in as: **Test Registrar**

Home | eBills | **Payments** | Deposits | Payment Plans | Refunds | Authorized Users | My Profiles

Make a Payment | Payment History

Account Name	Statement Date	Due Date	Statement Amount	Current Balance*
Student Account	09/25/2009	10/15/2009	\$4,102.00	\$4,102.00

* Current balance includes activity since your last statement, including recent payments and new charges.

Step 1: Select a Payment Method Step 2: Payment Options Step 3: Payment Confirmation

Select Payment Method

Payment Method:

-- Select Payment Method --

Go

-- Select Payment Method --

My Visa

My Checking Account

New Electronic Check (checking/savings)

New Credit Card

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc.

Credit Card - You may pay with any of the credit card issuers listed below.



You can then select from saved payment methods, or you can select one of the new options to use a different payment method.

Make a Payment Payment History				
Account Name	Statement Date	Due Date	Statement Amount	Current Balance*
Student Account	09/25/2009	10/15/2009	\$4,102.00	\$4,102.00

* Current balance includes [activity since your last statement](#), including recent payments and new charges.

Step 1: Select a Payment Method

Step 2: Payment Options

Step 3: Payment Confirmation

Bank Account Information
(Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.)
Account Type: -- Account Type --
ABA Routing Number: [View Illustration](#)
Account Number:
Confirm Account Number: (Re-Enter the Acct.Number in reverse order)
Accountholder Billing Information
Name on Account:
International Address? ☐
Billing Address:
City:
State/Province: Select a State/Province
Zip Code:
Refund Options
☐ Check here if you would like refunds to be deposited into this account.
IMPORTANT: Only ONE account can be designated to receive refunds.
Option to Save
☐ Save this payment method for future use
Save Payment Method As: (e.g. Primary Checking)

When selecting a new payment method, you will be given the option of saving this payment method for future payments. Once you select a payment method or enter new information, click "Continue". Then select the Term that you are paying for and enter the amount of the payment. NOTE: The current term and current amount due will be the default. You can change these if you are paying for a different term or would like to pay a different amount.

Step 1: Select a Payment Method

Step 2: Payment Options

Step 3: Payment Confirmation

Payment Method		Payment Options	
Payment Method:	My Visa	Select a term for this payment:	Spring 2010
Account Number:	xxxxxxxxx2222	Payment Amount:	\$ 4102.00
Expiration Date:	09/ 13	Memo:	
		Payment Date:	09/25/2009
Back		Continue	

Once you enter the payment amount and term, click “Continue”. You will then see the confirmation screen to submit your payment.

Important Information | Ask for Help | Log Out

Logged in as: **Test Registrar**

HomeeBills**Payments**DepositsPayment PlansRefundsAuthorized UsersMy Profiles

Make a Payment | Payment History

Account Name	Statement Date	Due Date	Statement Amount	Current Balance*
Student Account	09/25/2009	10/15/2009	\$4,102.00	\$4,102.00

* Current balance includes activity since your last statement, including recent payments and new charges.

Step 1: Select a Payment Method **Step 2: Payment Options** **Step 3: Payment Confirmation**

Payment Method		Payment Options	
Payment Method:	My Visa	Payment Date:	09/25/2009
Account Number:	xxxxxxxxx2222	Memo:	--
Expiration Date:	09/ 13	Term Selected:	Spring 2010
		Payment Amount:	\$102.00
			Change these values
Cancel		Submit Payment	

After submitting the payment, you will see the details of the payment. You will also receive an e-mail confirming the payment.

Make a Payment | **Payment History**

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Payment Confirmation	
Payment Date:	Friday, September 25, 2009
Payment Time:	08:53:16 AM CDT
Name of Payee:	Lake Superior State University
Name on Card:	John Doe
Account Number:	xxxxxxxxx2222
Amount Paid:	\$ 102.00
Description:	Student Account Payment
Student Name:	Test Registrar
Confirmation Number:	20090925000000
Authorization Code:	085313
Merchant ID:	XXXXYYZZZ

Card not present for this transaction. Please print this page for your records.

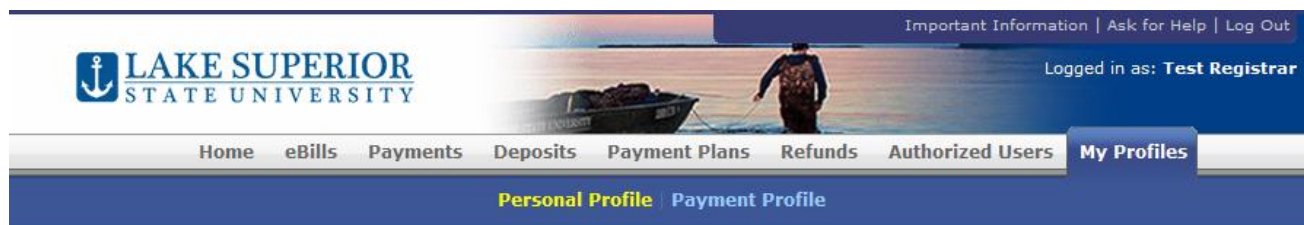
Payments are posted real-time to your account. After making your payment, you can return to the Home screen to view your updated balance.

Student Profile Information

Login to your account through my.lssu.edu. Select Anchor Access from the LSSU Web Services Channel. Click on the Student tab, then Student Account and Tax Information. Choose Student Bill & Payment Suite.

You will then be logged in to the secure Bill & Payment Suite module automatically.

From the Home page, choose My Profiles from the menu at the top of the screen. You will see the page below.



Personal Profile

You may update your personal profile and preferences here. If you choose to enter a secondary e-mail address (in addition to your school-assigned address), e-mails generated by this system will be sent to both addresses. You will receive a notification when a new billing statement is posted to your account. If you wish to provide a parent or guardian access to your account information, or allow them to enroll in a payment plan, please click the "Authorized Users" tab.

Personal Profile	
Student ID:	A00081788
Full Name:	Test Registrar
E-mail Address:	registrar2@lssu.edu
Alternate E-mail Address:	
• To get optional text messages about new bills and upcoming payments, enter your mobile phone number and carrier. • Reminder: Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.	
Mobile Phone: (555-555-5555)	
Select Your Mobile Carrier	-- Select a Carrier -- v
Save Changes	

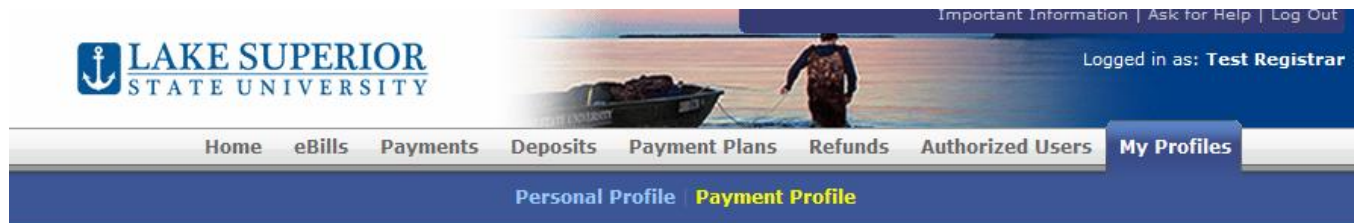
Adding Alternative E-mail & Text Alerts

On this page, you can add an alternative e-mail address that will receive notifications in addition to your LSSU campus e-mail address.

You can also add text message notifications by entering your mobile number and selecting your carrier. **PLEASE NOTE:** If your carrier charges a fee to receive text messages, you may be charged by your carrier. Only choose this option if you have unlimited text messaging or are sure that you will not be charged by your carrier.

Direct Deposit Set-up

For direct deposit of refunds, you must have at least one savings or checking account profile in your payment profile. To view your existing payment methods or to add a new one, select “Payment Profile” from the blue bar underneath the main menu.



Payment Profile

To store payment profiles, enter the account information of your preferred credit card(s) or bank account(s). To get started, select the payment type from the Add A Payment Method drop-down list and click "Go".

You can have refunds sent to whichever bank account profile you choose. You can add a new bank account profile or edit an existing one to accept refunds. To use an account for refunds, check the Refund Option box on its "Bank Account Information" screen.

My Payment Methods	Action	Use for Refunds
My Visa	 	N/A
My Checking Account	 	

Add a Payment Method	
-- Select Payment Type --	Go

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc.

Credit Card - You may pay with any of the credit card issuers listed below.



If you have existing payment methods saved, you will be able to view or edit them from within this screen. Direct Deposit may be linked to a current checking or savings account by selecting the pencil icon to edit.

Personal Profile	Payment Profile
Edit Bank Account Information	
Account Nickname:	My Checking Account
Account Type:	Checking
ABA Routing Number:	291173076
Account Number:	xxx4567
Name on Account:	Test Registrar
Refund Option	
NOTE: Only one bank account can be designated to receive refunds.	
☐ Please check here if you would like refunds to be deposited into this account.	
Cancel	Save

Check the box at the bottom to use this account for direct deposit of refunds. Once you click the box and select save, this account is now set up in your profile to be used for direct deposit of refunds. You can remove this account from direct deposit by editing the account and removing the check mark from the refund box.

[Personal Profile](#) [Payment Profile](#)

Payment Profile

To store payment profiles, enter the account information of your preferred credit card(s) or bank account(s). To get started, select the payment type from the Add A Payment Method drop-down list and click "Go".

You can have refunds sent to whichever bank account profile you choose. You can add a new bank account profile or edit an existing one to accept refunds. To use an account for refunds, check the Refund Option box on its "Bank Account Information" screen.

My Payment Methods	Action	Use for Refunds
My Visa	 	N/A
My Checking Account	 	

Add a Payment Method

-- Select Payment Type -- 

Go

To delete saved payment methods, select the red "X" icon. You will be asked to confirm that you wish to permanently delete the payment method.

To add a new account for direct deposit, choose "Electronic Check" from the drop down and click "Go". **NOTE:** You must enter the account number in **REVERSE** to confirm.

Payment Profile

You may store payment profiles by entering the account information of your preferred credit card(s) or bank account(s).

Bank Account Information

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Note that only one bank account can be designated to receive refunds. Please choose a meaningful name that will allow you to easily recognize and reuse this payment method in the future.

Account Nickname: (e.g. Primary Checking)

Account Type: -- Account Type -- 

ABA Routing Number: [View Illustration](#)

Account Number:

Confirm Account Number: (Re-Enter the Acct.Number in reverse order)

Accountholder Billing Information

Name on Account:

International Address? ☐

Billing Address:

City:

State/Province: Select a State/Province 

Zip Code:

Refund Option ☐ Please check here if you would like refunds to be deposited into this account.

Cancel Save

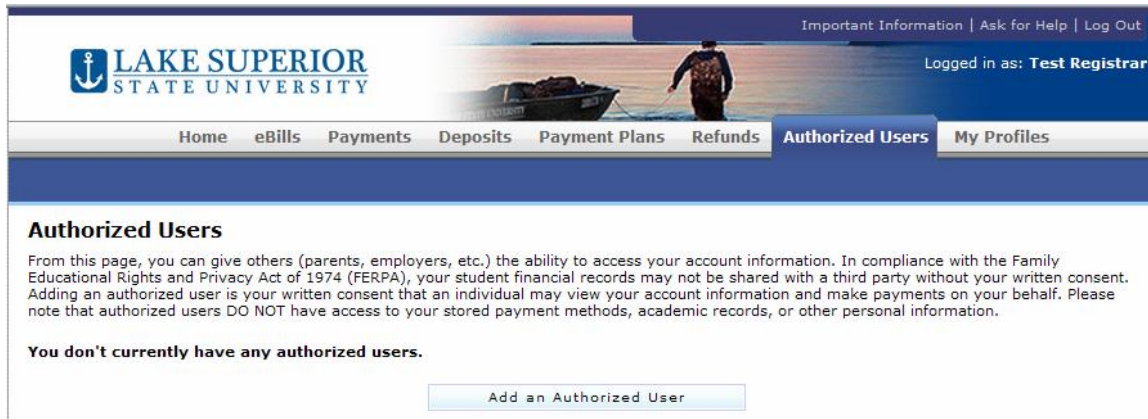
Enter your information, choose whether or not this account will be used for direct deposit of refunds, and click the "Save" button. This account has now been added to your profile.

Adding Authorized Users

Login to your account through my.lssu.edu. Select Anchor Access from the LSSU Web Services Channel. Click on the Student tab, then Student Account and Tax Information. Choose Student Bill & Payment Suite.

You will then be logged in to the secure Bill & Payment Suite module automatically.

From the Home page, choose Authorized Users from the main menu. You will see the page below.



Important Information | Ask for Help | Log Out

Logged in as: Test Registrar

Home eBills Payments Deposits Payment Plans Refunds **Authorized Users** My Profiles

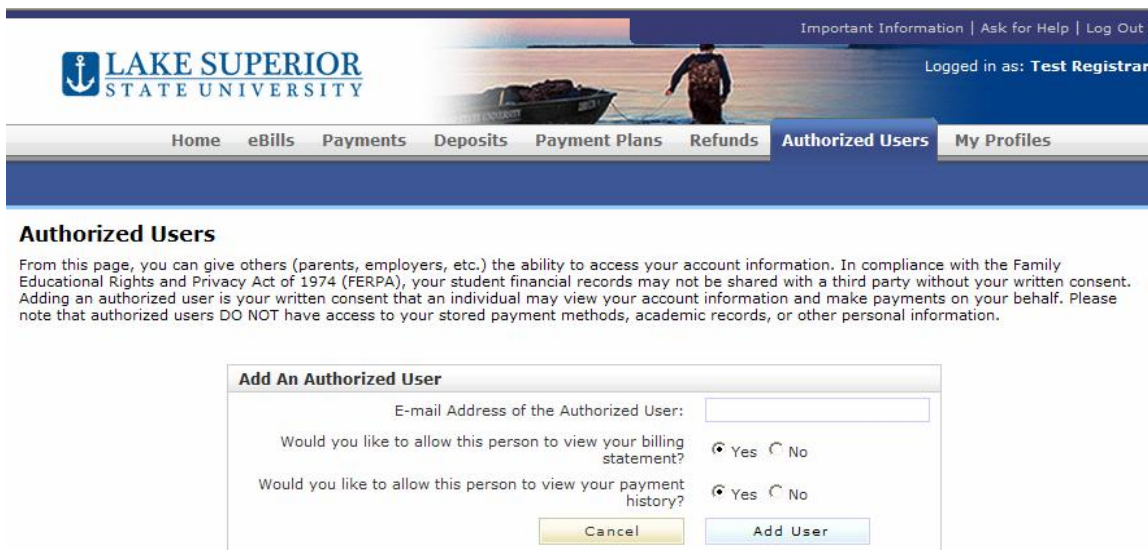
Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

You don't currently have any authorized users.

[Add an Authorized User](#)

Click on “Add an Authorized User”.



Important Information | Ask for Help | Log Out

Logged in as: Test Registrar

Home eBills Payments Deposits Payment Plans Refunds **Authorized Users** My Profiles

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Add An Authorized User

E-mail Address of the Authorized User:

Would you like to allow this person to view your billing statement? ☒ Yes ☐ No

Would you like to allow this person to view your payment history? ☒ Yes ☐ No

[Cancel](#) [Add User](#)

Enter the e-mail address of the authorized user and select what information they will be allowed to access. **REMEMBER:** This is only account payment information; authorized users will **NEVER** have access to academic information such as transcripts or grades. Click “Add User”.

I hereby authorize **Lake Superior State University** to grant **registrar@lssu.edu** full access to my accounts, including ability to view all monthly statements, and/or make payments accordingly. My payment methods, credit card and/or checking account information, will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Thursday, September 24, 2009.

For fraud detection purposes, your internet address has been logged.

198.110.216.29 at 09/24/2009 01:15:10 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

I Agree ☐

CancelContinue

Read the Terms of Agreement for adding an authorized user. Check the “I Agree” box, and click “Continue”.

Thank you. We have sent an e-mail to registrar@lssu.edu with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided. (Note: If the e-mail delivery fails for some reason, a notification may be sent to your e-mail address on record.)

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Current Authorized Users	Actions
registrar@lssu.edu	 
Please note: When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.	
Add an Authorized User	

Your authorized user will receive an e-mail with the link to the Bill & Payment Suite with instructions on how to log in. Once the authorized user logs in and completes their profile, they will be able to view your billing account, set up installment plans, and make payments on your behalf. You may add as many authorized users as you wish.

Authorized User Initial Set-up and Use

Authorized Users: Login at https://secure.touchnet.com/C20115_tsa/web/login.jsp

You will receive an e-mail indicating that your student has given you access to their account. This e-mail will contain your temporary password and the link above that is needed to login.



Welcome to Lake Superior State University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and Staff
Student ID:
PIN:

Authorized Users
Use this for parents or others who have been granted access.
E-mail:
Password:

Forgot your password? View your [password hint](#), or have your password [e-mailed](#) to you.

Student Account Suite Features
Student Account Center

- Check your balance
- Make a payment towards your balance
- View your payment history
- Store your payment methods for quick and easy payment
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments

E-Billing

- View and print your billing statement

Payment Plan Management

- Enroll in a payment plan so you can pay your balance in installments
- View your current payment plan status
- Make a payment toward one of your installments
- Schedule future installment payments

Refunds

- Enter your bank account information so that refunds can be deposited into your account electronically

Login to the system by entering your e-mail address and the password you received. Upon initial login, you will be asked to set up your profile and change your password.

Profile Setup
Welcome! For security reasons, please change your password.

Name and E-mail Address	
Your Login ID:	REGISTRAR@LSSU.EDU
Your Full Name:	(required)
E-mail Address:	registrar@lssu.edu
Alternate E-mail Address:	
Password Change	
Enter your NEW password:	(minimum 7 characters and at least one number or special character)
Confirm your NEW password:	
Password Hint:	

Once you have updated your profile, you will be at the Home screen of the Authorized User Channel. From here, most of the navigation is identical to the student login. See the instruction manuals for eBills & Payments, Deposits, Payment Plans, and Profile setup.



Instruction Manuals | Ask for Help | Log Out

Student Account for: **Test Registrar**
Logged in as: **Test Registrar Sr.**

Home eBills Payments Deposits Payment Plans Refunds Select Student My Profiles

Your changes have been saved successfully.

This is the place to manage Test Registrar's account activity. Here you can view bills, enroll in a payment plan, make payments, and view your payment history. Use the tabs along the top to navigate through the site.

Announcements

Welcome! If this is your first time accessing the new system, please take a few minutes to get familiar with the options and settings. With this new system, you can set up direct deposit, installment plans, payment methods and authorized users all online. If you previously had direct deposit, it has now been cancelled and you must set it up in this system. If you need help navigating the new system, please click on the help link above for instructions on how to use the system. If you still have problems, please contact the Business Office at (906) 635-2276.

Quick View

Current Account Status eBills Recent Payments and Credits Payment Plans

Current Account Status

Test Registrar's current account balance, including [recent account activity](#), is **\$4,000.00**. You can also view transactions and pay balances from [previous terms](#).

Current Account Status		
Balance:	\$4,000.00	View Current Activity
Estimated Financial Aid:	\$1,500.00	
Current Balance Including Estimated Aid:	\$2,500.00	
4 Payment Plan for Spring 2009 Balance	\$2,500.00	4 Payment Plan for Spring 2009
Other Charges Not Included in a Plan:	\$0.00	Make a Payment

As an authorized user, you may have more than one student attending LSSU. From the main menu, choose Select Student to view the students who have you set up as an authorized user.



Instruction Manuals | Ask for Help | Log Out

Student Account for: **Test Registrar**
Logged in as: **Test Registrar Sr.**

Home eBills Payments Deposits Payment Plans Refunds **Select Student** My Profiles

Please Select Student Account

If more than one student has given you access, you can switch between them by clicking on the name of the student.

Name	Student ID	E-mail Address
 Test Registrar	A00081788	tregistrar2@lssu.edu

Payment Plan Setup

Students or authorized users can sign up for a payment plan

Students: Login to your account through my.lssu.edu. Select Anchor Access from the LSSU Web Services Channel. Click on the Student tab, then Student Account and Tax Information. Choose Student Bill & Payment Suite. You will then be logged in to the secure Bill & Payment Suite module automatically.

Authorized Users: Login at https://secure.touchnet.com/C20115_tsa/web/login.jsp

There are two ways to access available payment plans. Select “Enroll in a Payment Plan” from the Quick View screen or select “Payment Plans” from the main menu.

Important Information | Ask for Help | Log Out
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Current Account Status	
Balance:	\$4,000.00

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

Selecting from the top menu will bring you to this screen where you will select “Sign Up for a New Payment Plan”.

Important Information | Ask for Help | Log Out
Logged in as: Test Registrar

Home eBills Payments Deposits **Payment Plans** Refunds Authorized Users My Profiles

[Sign Up For a New Payment Plan](#)

Payment Plans

You don't have any active payment plans at this time.

If you select “Enroll in a Payment Plan” from the Quick View, it will show you the currently available payment plans.

The screenshot shows a 'Quick View' header with five navigation buttons: 'Current Account Status', 'eBills', 'Recent Payments and Credits', 'Enroll in a Payment Plan' (which is highlighted), and 'Create a Refund Profile'. Below this is a 'Payment Plans' section with a message: 'There is **one payment plan** available for enrollment for the current term. For details, please select a 'View Plan' link below. To see plans for other terms, click the Payment Plans tab.' At the bottom, under 'Available Payment Plans', it lists '4 Payment Plan for Spring 2009' with a '[View Plan](#)' link.

By choosing “Sign Up For a New Payment Plan” from the previous screen, or selecting “View Plan” from this screen, you will see the details of the available payment plan.

The screenshot shows the 'Sign Up For a New Payment Plan' page. It has a progress bar with four steps: 1. Payment Plan (selected), 2. Budget Worksheet, 3. Payment Method, and 4. Sign Agreement. Below the progress bar, there is a 'View Payment Plans for Term:' dropdown menu set to 'Spring 2010' and a 'Go' button. The main content area displays '4 Payment Plan for Spring 2009' with a sub-header '4 Payment Plan for Spring 2009 Details'. Below this is a table with the following details:

Term(s):	Spring 2010
Enrollment Deadline:	12/14/2009
Scheduled Payments:	Required
Setup Fee:	\$60.00
Minimum Down Payment:	\$0.00
Number of Payments:	4
Payment Frequency:	Fixed Dates
Late Payment Fee:	1.50%

At the bottom of the page, there are 'Cancel' and 'Continue' buttons.

LSSU offers one payment plan which consists of four payments each term. Payments are always due the 15th of each month. Fall semester plans start August 15th and end November 15th. Spring semester plans start December 15th and end March 15th. You may begin signing up for the payment plan as soon as the semester charges are billed.

Regular enrollment period is open until the day before the first due date. You may still enroll through the first six days of classes, but any missed payments will be due when you sign up.

Once you click “Continue”, the system will determine how much of your amount due is eligible for the payment plan. **Fines and late fees** are not eligible to be included in the payment plan.

① Payment Plan

② Budget Worksheet

③ Payment Method

④ Sign Agreement

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#).

Please review your payment schedule carefully before completing your enrollment.

	Charges	Credits
Tuition:	\$3990.00	
Fees:	\$10.00	
Financial Aid:		\$1500.00
Down Payment:		\$ 0.00

Display Payment Schedule

<< Back

Cancel

When your eligible amounts are gathered, the worksheet will display eligible charges. You may enter an OPTIONAL down payment amount which would result in smaller payments. **PLEASE NOTE:** The down payment will lower each of the four payments, but will not exempt you from making the first payment.

IMPORTANT: If you have financial aid pending that can be used to reduce payments, it will be displayed and reduce each of your payments proportionately. Financial aid **CANNOT** be used to pay or reduce specific payments, only reduce all payments equally.

Click on “Display Payment Schedule”.

Description	Due Date	Amount
Setup Fee	Due Now	\$60.00
Total Fees:		\$60.00
1st Installment	12/15/2009	\$625.00
2nd Installment	01/15/2010	\$625.00
3rd Installment	02/15/2010	\$625.00
4th Installment	03/15/2010	\$625.00
Total of Installments:		\$2,500.00

<< Back

Cancel

Continue

Your payment schedule will show the amounts and due dates of each payment based on your current account information. If your account balance or financial aid changes, your payment amounts will be recalculated and you will be notified via e-mail with the new amounts.

Click "Continue" to proceed.

① Payment Plan

② Budget Worksheet

③ Payment Method

④ Sign Agreement

Description	Due Date	Amount
Setup Fee	Due Now	\$60.00
Total Fees:		\$60.00
1st Installment	12/15/2009	\$625.00
2nd Installment	01/15/2010	\$625.00
3rd Installment	02/15/2010	\$625.00
4th Installment	03/15/2010	\$625.00
Total of Installments:		\$2,500.00

You must pay for plan fees before your enrollment can be processed. Please select a payment method below. Future installments will be paid using the same payment method, by this system, on the date they are due. You are responsible for making sure that the payment method remains valid for the duration of this payment plan. If installment amounts change (due to new charges or credits), the scheduled payments will adjust accordingly.

-- Select Payment Method --
-- Select Payment Method --
My Visa
My Checking Account
Electronic Check (checking/savings)
Credit Card

Continue

In order to participate in the LSSU Payment Plan, you must set up recurring payments by providing a payment method. If you already have a saved payment method, you can choose it now. Otherwise, you need to set up a payment method now.

① Payment Plan

② Budget Worksheet

③ Payment Method

④ Sign Agreement

Payment Method: Electronic Check (checking/savings) Go

Bank Account Information
(Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.)

Account Type: -- Account Type --

ABA Routing Number: View Illustration

Account Number:

Confirm Account Number: (Re-Enter the Acct.Number in reverse order)

Accountholder Billing Information

Name on Account:

International Address? ☐

Billing Address:

City:

State/Province: Select a State/Province

Zip Code:

Refund Options

☐ Check here if you would like to allow refunds to be deposited into this account.
IMPORTANT: Only ONE account can be designated to receive refunds.

Save Payment Method As: (e.g. Primary Checking)

<< Back

Cancel

Continue

Enter your banking or credit/debit card information, then click "Continue". You will be asked to sign the electronic banking agreement for a new account. Once you have signed, you will then be asked to sign the electronic payment plan agreement.

Please read the following agreement carefully before you continue.

I, Test Registrar, hereby agree to pay the balance deferred as stated in this agreement in 4 installment payments on or before the due date specified for each installment. I understand that INSTALLMENT AMOUNTS MAY CHANGE over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$60.00. I understand that a late fee of 1.50% of the total remaining amount due will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle Lake Superior State University to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

1st Installment in the amount of **\$625.00 due on 12/15/2009.**

2nd Installment in the amount of **\$625.00 due on 01/15/2010.**

3rd Installment in the amount of **\$625.00 due on 02/15/2010.**

4th Installment in the amount of **\$625.00 due on 03/15/2010.**

This agreement is dated Friday, September 25, 2009.

For fraud detection purposes, your internet address has been logged.

198.110.216.29 at 09/25/2009 11:25:59 AM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact jchesebro@lssu.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

[Print Agreement](#)

I Agree ☐

<< Back

Cancel

Continue

After reading the agreement, click "I Agree" and click "Continue". Your account will be charged the \$60.00 plan fee plus any missed payments as shown in the payment schedule immediately. You will receive confirmation that your payment plan was processed.

Thank you. Your changes have been saved.
Thank you, your payment was processed successfully.
Your enrollment in 4 Payment Plan for Spring 2009 was processed successfully.

Payment Confirmation	
Payment Date:	Friday, September 25, 2009
Payment Time:	11:29:19 AM CDT
Name of Payee:	Lake Superior State University
Name on Bank Account:	Test Registrar
Bank Account Type:	Checking
Account Number:	xxx4567
Depository:	
Amount Paid:	\$ 60.00
Student Name:	Test Registrar
Confirmation Number:	21

Please print this page for your records.

Making Advance/Deposit Payments

*Advanced Room & Board Payment, Housing Damage Deposit,
Enrollment Fee Payment or Advance Tuition Payments*

Students: Login to your account through my.lssu.edu. Select Anchor Access from the LSSU Web Services Channel. Click on the Student tab, then Student Account and Tax Information. Choose Student Bill & Payment Suite. You will then be logged in to the secure Bill & Payment Suite module automatically.

Authorized Users: Login at https://secure.touchnet.com/C20115_tsa/web/login.jsp

From the Home page, choose “Deposits” from the main menu. You will see the page below.

Important Information | Ask for Help | Log Out

LAKE SUPERIOR
STATE UNIVERSITY

Logged in as: Test Registrar

Home eBills Payments **Deposits** Payment Plans Refunds Authorized Users My Profiles

Make Deposit Payment for Term

Select Term below for making a payment

Spring 2010 -- Select a Term -- Spring 2010 Fall 2009

Select

Powered by TouchNet

From the drop down menu, choose the term for which you are making the payment. When paying your Advance Housing Payment, Damage Deposit, or Enrollment Fee, choose the term you are starting school. When paying tuition in advance for a future semester, choose the semester for which you want the payment to apply. Click “Select”.

Make Deposit Payment for Term	
Select Term below for making a payment	
Spring 2010	Select
Make a Deposit Payment	
Select a deposit account for making a payment from the drop-down menu below.	
-- Select Deposit Payment -- -- Select Deposit Payment -- Advance Tuition Payment Damage Deposit Orientation/Enrollment Fee Room & Board Adv Payment	Select

Choose the type of advance payment or deposit you wish to make. These types of payments may not be visible through your student access immediately because they are generally held in a deposit account and credited at a later time.

PLEASE be sure to select the proper type of payment. The following are descriptions of each of these payments and how they will apply to your account.

Advance Tuition Payment

Use this to make a payment towards tuition and fees for a term that has not yet been billed. The payment will be held in a deposit account until the term is billed. At that time it will be released as payment towards the account. When making this type of payment, you will be allowed to choose any payment amount up to \$5,000.

Make Deposit Payment for Term	
Select Term below for making a payment	
Spring 2010	Select
Make a Deposit Payment	
Select a deposit account for making a payment from the drop-down menu below.	
Advance Tuition Payment	Select
Advance Tuition Payment: Tuition & Fee Advance Payment	
Advance Tuition Payment Details	
Deposit Name:	Advance Tuition Payment
Term:	Spring 2010
Maximum Payment Amount:	\$5,000.00
Payment Amount:	\$
Cancel	Make Deposit Payment

Damage Deposit

If you are moving onto campus for the first time, you will be required to pay a \$150.00 damage deposit. Because this deposit is held in a deposit account until you move off campus, it will not be displayed on your statement. You must make this payment prior to moving on campus.

Orientation/Enrollment Fee

Admitted students (freshman and transfers) will be sent information about registering to attend one of the mandatory orientation programs for new students. This \$125.00 fee is a one-time charge for all new students and is paid prior to attending orientation. The payment is held in the deposit account until you are billed for classes, at which time it applies to the \$125.00 Enrollment Fee charge on your student account.

Room & Board Advance Payment

Each year you live on campus, you are required to pay a \$300.00 advance payment towards your Room and Board. This payment is due by June 1st for the upcoming school year. You will not receive a room assignment until this payment is made. This payment is held in a deposit account until Fall semester bills are processed where it will be released as a payment on the account.

For the above three payment types, the amount is set to the appropriate amount of the payment. You cannot make partial payments for these three types of payments.

The screenshot shows the Lake Superior State University online payment system. The header includes the university logo, navigation links (Home, eBills, Payments, Deposits, Payment Plans, Refunds, Authorized Users, My Profiles), and user information (Logged in as: Test Registrar). The main content area is titled "Make Deposit Payment for Term" and includes a dropdown menu for "Spring 2010" and a "Select" button. Below this is a section titled "Make a Deposit Payment" with a dropdown menu for "Room & Board Adv Payment" and a "Select" button. At the bottom, there is a table showing "Room & Board Adv Payment Details" with fields for Deposit Name, Term, Maximum Payment Amount, and Payment Amount, all set to \$300.00. There are "Cancel" and "Make Deposit Payment" buttons at the bottom.

Room & Board Adv Payment Details	
Deposit Name:	Room & Board Adv Payment
Term:	Spring 2010
Maximum Payment Amount:	\$300.00
Payment Amount:	\$300.00

Once you have selected the appropriate type of payment, click on “Make Deposit Payment”.

You will then be asked to choose a payment method. If you have a saved payment method, you can choose it now.

The screenshot shows the Lake Superior State University website interface. At the top, there is a navigation bar with links: Home, eBills, Payments, Deposits (highlighted), Payment Plans, Refunds, Authorized Users, and My Profiles. The user is logged in as 'Test Registrar'. Below the navigation bar, the 'Make a Deposit Payment' form is displayed. It includes a table with the following details:

Make a Deposit Payment	
Deposit Name:	Room & Board Adv Payment
Term:	Spring 2010
Maximum Payment Amount:	\$300.00
Payment Amount:	\$300.00

Below the table, there are two steps: 'Step 1: Select a Payment Method' and 'Step 2: Payment Confirmation'. A dropdown menu for 'Select Payment Method' is open, showing options: 'My Visa', 'New Electronic Check (checking/savings)', and 'New Credit Card'. Below the dropdown, there are instructions for 'Electronic Check' and 'Credit Card'. The 'Credit Card' section includes logos for VISA, MasterCard, and DISCOVER.

If you do not have any saved payment methods, you can choose either “New Electronic Check” to pay by checking or savings account, or “New Credit Card” to pay by credit or debit card.

When making your payment, you will have the option of using the information for a one time payment, or you can save the payment method for future use.

If you wish to save this payment method, make sure to click the box to “Save this payment method for future use” and name the account on the bottom of the page as shown below.

The screenshot shows the 'Option to Save' section of the payment form. It includes a checkbox labeled 'Save this payment method for future use' which is checked. Below this, there is a text input field labeled 'Save Payment Method As:' with the text 'My Checking Account' entered. To the right of the input field, there is a label '(e.g. Primary Checking)'. At the bottom of the section, there are two buttons: 'Cancel' and 'Continue'.

See the illustration on the next page for entering account information.

Make a Deposit Payment	
Deposit Name:	Room & Board Adv Payment
Term:	Spring 2010
Payment Amount:	\$300.00

Step 1: Select a Payment Method **Step 2: Payment Confirmation**

Payment Method:

New Electronic Check (checking/savings) ▼

Go

Bank Account Information
(Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.)

Account Type: Checking ▼

ABA Routing Number: 291173076 [View Illustration](#)

Account Number: 1234567

Confirm Account Number: 7654321 (Re-Enter the Acct.Number in reverse order)

Accountholder Billing Information

International Address? ☐

Name on Account: Test Registrar

Billing Address: 123 Anywhere Street

City: Sault Ste Marie

State/Province: Michigan (MI) ▼

Zip Code: 49783

Option to Save

☐ Save this payment method for future use

Save Payment Method As: (e.g. Primary Checking)

Cancel

Continue

NOTE: When confirming your bank account number, you must enter it in **REVERSE ORDER**. After entering your information, click "Continue".

Read through the agreement for electronic payment, mark the "I Agree" checkbox, and click on "Continue". See the next page for the illustration.

Step 1: Select a Payment Method Step 2: Payment Confirmation

Please read the following agreement carefully before you continue.

I hereby authorize **Lake Superior State University** to initiate recurring debit or credit entries to my **Depository** according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this or any future electronic payment is returned unpaid for "NSF" or "Insufficient Funds", I understand that a \$ 20.00 return fee will be electronically debited from my account.

Name: Test Registrar
Address: 123 Anywhere Street
Sault Ste Marie, MI 49783
Depository: SOO COOP CREDIT UNION
536 BINGHAM AVE
SAULT STE MARIE, MI 49783
Routing Number: 291173076
Account Number: xxx4567

This agreement is dated Thursday, September 24, 2009

For fraud detection purposes, your internet address has been logged.

198.110.216.29 at 09/24/2009 02:59:45 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact jchesebro@lssu.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

[Print Agreement](#)

I Agree ☒

[Cancel](#)

[Continue](#)

Once you click Continue, you will see the following screen and be asked to click "Submit Payment".

Your new ACH payment method has been saved.

Make a Deposit Payment

Deposit Name: Room & Board Adv Payment
Term: Spring 2010
Payment Amount: \$300.00

Step 1: Select a Payment Method Step 2: Payment Confirmation

Please Confirm Payment

Payment Method	Payment Options
Payment Method: My Checking Account	Term: Spring 2010
Account Number: xxx4567	Payment Date: 09/24/2009
ABA Routing Number: 291173076	Payment Amount: \$300.00

[Cancel](#)

[Submit Payment](#)

Once you click Submit Payment, the following confirmation screen will appear. You will receive an e-mail with the payment details confirming that your payment has been processed.

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Make Deposit Payment for Term	
Select Term below for making a payment	
Spring 2010	Select

You may make deposit payments for other items at this point. Each deposit must be processed as a separate payment.