## **Accessing TouchNet**

TouchNet: Where students pay their bill online, setup payment plans, setup authorized users, and receive refunds via direct deposit or paper check.

## The Procedure to Access TouchNet:

- 1. Go to the ECU website, ecok.edu
- 2. Click on "Login" at the top of the page
- 3. Click on "Colleague Self-Service"
- 4. Login with your username and password
- 5. On the home screen of Colleague Self-Service
- 6. Click "Student Finance"
- 7. Click "Make a Payment"
- 8. Click "Continue to Payment Center"
- 9. Login with your ECU Outlook email address and password
  - Make sure that you are using **Google Chrome**
- 10. On the home screen of TouchNet you will see "Make Payment, Payment Plans, Refunds, etc."

## Choose the payment plan option:



The payment plan divides your semester bill into five equal payments. The first payment is due at the time of signup. The subsequent payments are due on the 15<sup>th</sup> of each month.

- Deadlines vary with each semester
- TouchNet will charge a \$30 non-refundable setup fee
- A new plan must be signed up for each semester, this will not roll over to the next.