How an Authorized Payer makes an ePay payment to a student account

This tutorial covers how an authorized payer makes a payment to a student account via Chapman University ePay System.
Authorized User Login and Password:

[Image of the login page with the following instructions added in text boxes:

- **Authorized Payers may access ePAY at:**

  [https://secure.touchnet.com/C20539_tsa/web/login.jsp]

- **Once connected to the Chapman ePay site, login in with your authorized user’s e-mail and password.**

- **Should you forget the password selected, you may elect to have it resent to you via e-mail.**]
The authorized user may “Make a Payment or View Account Activity”
Student Account Balance and Statement Amount:

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

**Current Balance:** $3,386.75
**Current Statement Amount:** $3,862.86

[Make a Payment]
Authorized User’s Payment Amount:

A memo may be added to this payment transaction and will appear on the “Payment History” record.
Authorized User’s Payment Method:

Select the approved payment method from the drop down box.
Once the payment method is selected, the screen will expand so that you may enter your account information.

You may save this payment method for future use.
Select continue for confirmation.
Authorized User’s Payment Submission:

Prior to payment submission, review and accept the Terms and Conditions.
Authorized User’s Payment Receipt:

Log out when payment transaction is complete

A payment confirmation will be shown online and will also be e-mailed to the authorized payer.

Please contact the Business Office should you have any payment related questions: ebill@chapman.edu