

Online Payment Instructions

Log on to: www.andrews.edu/go/mystatement

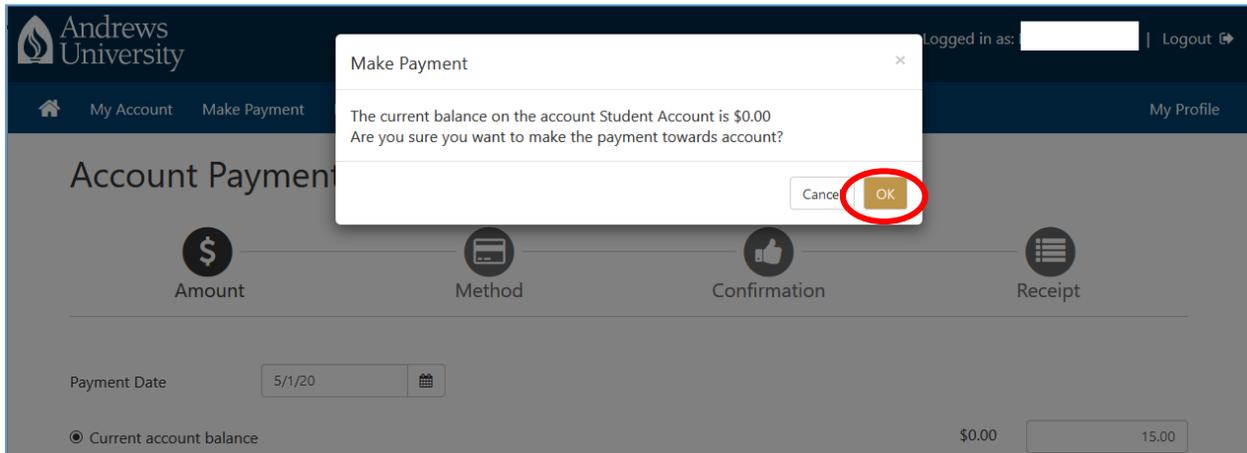
Click on **Make Payment**

The screenshot shows the Andrews University Student Account Center dashboard. The top navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The 'Make Payment' button is circled in red. The dashboard features an 'Announcement' section on the left, a 'Student Account' summary in the center showing a balance of \$0.00, and a 'My Profile Setup' sidebar on the right with options like 'Authorized Users', 'Personal Profile', and 'Payment Profile'. A yellow banner at the top right prompts the user to sign up for direct deposit.

Select **payment date**, **current account balance**, and enter **payment amount**. Click **Continue**.

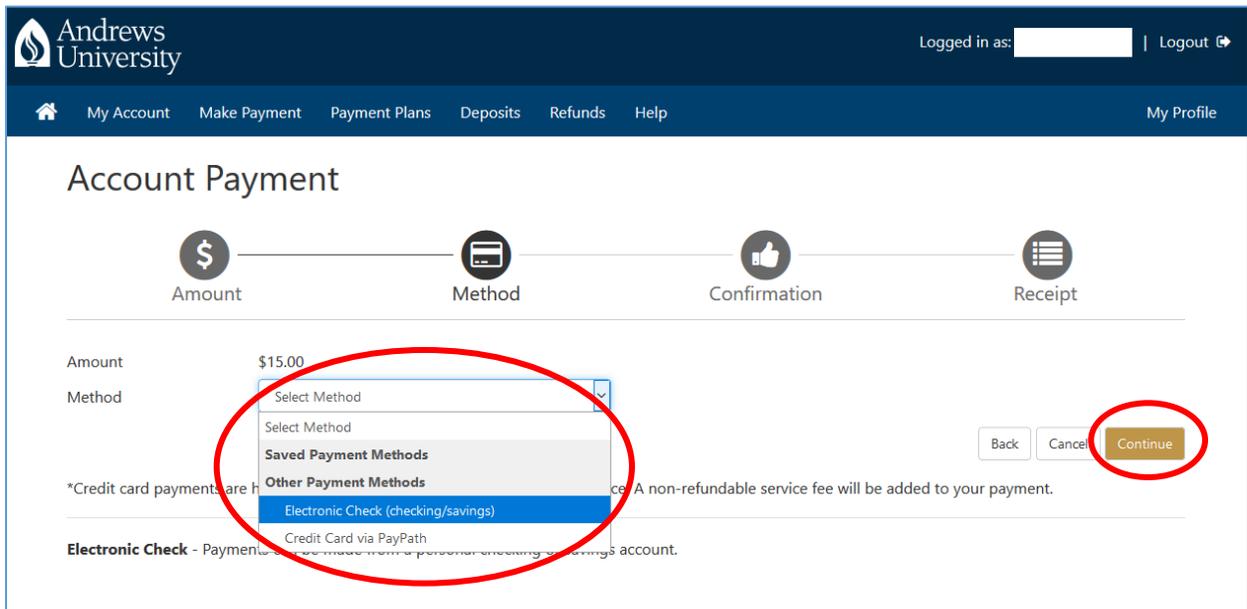
The screenshot shows the 'Account Payment' page. It features a progress bar with four steps: 'Amount', 'Method', 'Confirmation', and 'Receipt'. The 'Amount' step is active. The 'Payment Date' field is set to 5/1/20 and is circled in red. The 'Current account balance' radio button is selected and circled in red. The payment amount input field is set to 15.00 and is circled in red. The 'Continue' button is circled in red. The 'Payment Total' is displayed as \$15.00.

If you do not currently have a balance on your account, click **OK**.



Select a payment **Method**, then click **Continue**.

Reminder: credit card payments will incur a transaction fee.



Enter your **bank account/credit card information**. Enter a payment method **Name**. Then click **Continue**.

Logged in as: [redacted] | Logout

Home My Account Make Payment Payment Plans Deposits Refunds Help My Profile

Account Payment

\$ Amount Method Confirmation Receipt

Amount \$15.00

Method Electronic Check (checking/savings)

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Name on account:

*Account type: Select account type

*Routing number: (Example)

*Bank account number:

Confirm account number:

Back Cancel Continue

Review **information** entered. Click on **I agree** box. The click **Continue**.

Andrews University

My Account

Logout

My Profile

ACH Payment Agreement

I hereby authorize **Andrews University** to initiate 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 electronic payment is returned unpaid for any reason, I understand that a **\$5.00** return fee will be added to my student account.

Name:

Address:

Depository:

Routing Number:

Account Number:

Debit Amount: \$15.00

This agreement is dated 04/21/2020 14:51:11 PM EDT.

For fraud detection purposes, your internet address has been logged: 107.192.93.28 at 04/21/2020 14:51:11 PM EDT

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: payments@andrews.edu

I agree to the above terms and conditions. (Print Agreement)

Cancel **Continue**

Selected Payment Method

Review all **payment information**. To confirm payment, click **Schedule Payment**.

Logged in as: | Logout 

[My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#) My Profile

Account Payment

 Amount —  Method —  Confirmation —  Receipt

Please review the transaction details, then schedule your payment.

Payment Information

Term	Account	Amount
Spring 2020	Student Account	\$15.00

Payment Amount \$15.00

Payment Date 

Paid To

Andrews University
4150 Administration Dr
Student Fin Services
Berrien Springs, MI 49104

Confirmation Email

Primary

Selected Payment Method

WEBCHECK - "My Checking"
Account xxxx1001
Billing Address Beverly Brown

If making a future-dated payment, your payment will be listed under Scheduled Payments.

Logged in as: [redacted] | Logout

[My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#)

- Your new ACH payment method has been saved.
- Thank you, you have successfully scheduled your payment(s) for 5/1/20.

Announcement

Welcome to the Andrews University Student Account Center.

>TouchNet works best with FireFox or Google Chrome. If you normally use Safari, you may want/need to switch browsers.

>ACH Payments are for **US non-commercial bank accounts** only.

>**International Student?** Make international payments by bank transfer, international credit cards, & local payment apps via **Flywire**.

>To authorize someone to make payments to your account, click on the **Authorized Users** button on the right.

>**eRefunds now active!** Click on Electronic Refunds under **My Profile Setup** (right hand side of your screen) and enter your account information.

>**Trouble viewing the 1098T?** Check your browser. **Parents:** enter through Authorized User portal. **Students:** add your Parents as Authorized User with access to 1098T information.

>**Questions about your account?** Email us at sfs@andrews.edu.



To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account ID: xxxxx

Balance \$0.00

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

Scheduled Payments

Description	Payer	Date	Method	Status	Amount	Action
Scheduled Payment	<input type="text"/>	5/1/20	My Checking	Scheduled	\$15.00	

My Profile Setup

 Authorized Users

 Personal Profile

 Payment Profile

 Security Settings

 Consents and Agreements

 Electronic Refunds

Term Balances