Student Account Suite (Bill + Payment)

How to make a payment on your account

©2012, Sul Ross State University. All Rights Reserved
Access the Bill + Payment Account Suite through Banner Self-Service.

If you do not know how to access Banner Self Service, please see the “Access Your Account” instructions on the Cashiers Bill + Payment website.
Click on “Make a Payment”

Note: If you have signed up for a payment plan, do not use this feature. Instead, follow the payment plan instructions.
Click on “Make a Payment”
Select Payment
• If you are paying your entire balance, choose “current account balance.”
• If you are paying only a portion of your balance, choose the term you are paying.
• Enter the amount you wish to pay in the box to the right of the term you have chosen.
• If you have signed up for a payment plan, do not use this feature. Instead, follow the payment plan instructions.
Then click “Continue.”
Select your payment method

- Credit Card
  - Visa
  - MasterCard
  - Discover
- Electronic check
  - Checking or savings account
- Debit cards
  - Not all banks allow their debit cards to be used for electronic payments. Check with your bank for more information.
For Credit or Debit Cards, fill out information and click “Continue.”

If you click the “Save this payment method for future use” and provide a name, it will be available for easy selection in the “Payment Method” drop-down box the next time you make a payment.
For an electronic check, you will need to know your account type (savings or checking), routing number and account number.
For electronic checks, you will need to know the bank routing number and your account number.

If you click the “Save this payment method for future use” and name the method, you will not need to enter the information the next time you make a payment.

Please enter your banking information as shown in the example above.

- **Routing number** - always comes first and is exactly 9 digits.
- **Account number** - varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.
- **Check number** - is not needed. Do not include the check number.

It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

**DO NOT enter your debit card number.**
Verify the information is correct and click “Submit Payment.”
You will see a receipt. Please print it for your records. You will also receive a confirmation email.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment Method</th>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Receipt**

Your payment in the amount of $1.00 was successful. A confirmation email was sent to sulross.state.edu. Please print this page for your records.

<table>
<thead>
<tr>
<th>Confirmation number:</th>
<th>Tuesday, May 21, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount paid:</td>
<td>$1.00</td>
</tr>
<tr>
<td>Transaction type:</td>
<td>Purchase</td>
</tr>
<tr>
<td>Student name:</td>
<td></td>
</tr>
<tr>
<td>Paid to:</td>
<td>SUL ROSS STATE U</td>
</tr>
<tr>
<td>Web address:</td>
<td><a href="https://secure.touchnet.com/C20202_bsu/web/index.jsp">https://secure.touchnet.com/C20202_bsu/web/index.jsp</a></td>
</tr>
<tr>
<td>Account number:</td>
<td>XXXXXXXXXXXX0493</td>
</tr>
<tr>
<td>Card type:</td>
<td>MASTERCARD</td>
</tr>
<tr>
<td>Name on card:</td>
<td></td>
</tr>
<tr>
<td>Authorization code:</td>
<td>059112</td>
</tr>
<tr>
<td>Merchant ID:</td>
<td>1679795604_000</td>
</tr>
<tr>
<td>Card not present for this transaction.</td>
<td></td>
</tr>
</tbody>
</table>
Questions?

• Visit the cashiers website www.sulross.edu/page/902/cashiers-office

• Contact the One Stop Shop in Alpine (Lawrence Hall) or your local RGC Business Services Office.