

# UNDERSTANDING THE ONLINE BILLING PROCESS



When logged into MyINFO, go to "View My Bill or Make a Payment"  
[https://secure.touchnet.net/C23279\\_tsa/web/index.jsp](https://secure.touchnet.net/C23279_tsa/web/index.jsp)

A screenshot of the Clarke University MyINFO portal. The page has a dark blue header with the Clarke University logo and a 'Logout' link. Below the header is a yellow navigation bar with links for 'My Account', 'Make Payment', 'Payment Plans', and 'Help'. The main content area is divided into several sections. On the left is an 'Announcement' box with a welcome message. The central 'Student Account' section shows the account ID 'xxx1843' and a 'Balance' of '\$1,843.00'. Below the balance are buttons for 'View Activity' and 'Make Payment'. The 'Statements' section shows the latest eBill statement for '\$1,843.00' with a 'View Statements' button. On the right is a 'My Profile Setup' section with links for 'Authorized Users', 'Personal Profile', 'Payment Profile', and 'Security Settings'. Numbered callouts (1-7) are placed over the interface to highlight specific features: 1 is over the balance amount, 2 is over the 'Make Payment' button, 3 is over the 'View Activity' button, 4 is over the 'Payment Plans' navigation link, 5 is over the 'View Statements' button, 6 is over the 'Authorized Users' link, and 7 is over the 'Payment Profile' link.

## 1 BALANCE

Current account balance. Only includes activity posted to your account and does not include pending financial aid.

## 2 MAKE A PAYMENT

Make a one-time or scheduled payment.

## 3 VIEW ACCOUNT ACTIVITY

View account activity to see all detailed items in your CU account balance.

## 4 PAYMENT PLANS

Enroll in a Payment Plan. Payment Plans are required every semester by the first day of classes.

## 5 E-STATEMENTS

View semester invoices and monthly billing statements.

## 6 AUTHORIZED USERS

Add an authorized user (parent, guardian, grandparent, etc.)

## 7 PAYMENT PROFILE

Store a checking account, savings account, or credit card number.