

How to Save Yourself a Service Fee When Paying on Your Student Account

Online credit/debit card payments will include a **service fee of 2.75% (\$3 Min.)**. If paying online with an **e-check (ACH)** there is **no service fee**. Visit UAA FAQ Page (<https://www.uaa.alaska.edu/accounting-services/faq.cfm>) for more information.

Payment Options

- Payments may be made in-person via cash, check, or money order
- Online payments may be made with e-check (ACH), or with credit or debit cards using UAOnline (<https://uaonline.alaska.edu/>)
- Returned Checks will be assessed a \$30 non-refundable processing fee

Student Account Center (TMS)

1. If you have a TMS payment plan: visit TMS (<https://www.uaa.alaska.edu/accounting-services/payment-plan.cfm>)
2. Login using School Credentials (1st time), otherwise use Student Account Center Credentials
3. Go to the *View Available Payment* option
4. Select *Make a one-time payment*
5. Enter payment amount, payment method information (If paying with an e-check please refer to: Using the Student Account Center (TMS) below), and then verify that the information is correct, then submit
6. If successful, payment confirmation should appear, and a receipt should be emailed

The screenshot shows a web form titled "Select a Payment Method". At the top, there are three tabs: "Checking/Savings", "Credit Card", and "Int'l Bank Transfer". Below the tabs, the form is divided into two columns. The left column is titled "Payment Account Information" and contains fields for "First Name *" (filled with "Jane"), "Last Name *" (filled with "Doe"), "Account Type *" (a dropdown menu with "Checking" selected), "Routing Number *" (with a link "Where do I find this?"), "Account Number *" (with a link "Where do I find this?"), and "Confirm Account Number *". At the bottom of this column is a checkbox labeled "Save for future use". The right column is titled "Important Payment Information" and contains a large text box with the following text: "We suggest confirming with your financial institution that third-party debits are allowed from the account you wish to use. If you have not confirmed this, as well as the information required to process the payment(s), we cannot confirm the payment(s) made will process successfully. Please be aware that passbook savings, equity lines of credit, and most money market accounts do not allow third-party debit. It is your responsibility to make sure there are adequate funds in your account today. All payments will be cleared and processed by your bank to determine availability of funds. Typically this process can take up to 5 - 7 business days and is dependent upon your financial institution. Please be aware that if a payment is not successful due to insufficient funds or because you entered an incorrect or invalid account number you may be charged a fee, for which you will be billed, along with any related fees. You may also incur separate charges from your financial institution for Returned Payments." Red arrows point from the text in the right column to the corresponding fields in the left column: "1. Go to 'Select a Payment'" points to the tabs; "2. Your name will auto populate if you have an active account, otherwise enter your full name" points to the name fields; "3. Select Bank Account Type. This is where you pick Checking or Savings" points to the Account Type dropdown; "4. Enter your bank routing number and account number" points to the Routing Number and Account Number fields; "5. You can save your information by clicking Save for future use" points to the checkbox.

Using the Student Account Center (TMS):

1. Go to "Select a Payment"
2. Your name will auto populate if you have an active account, otherwise enter your full name
3. Select *Bank Account Type*. This is where you pick *Checking* or *Savings*
4. Enter your bank routing number and account number
5. You can save your information by clicking *Save for future use*

UAOnline (TouchNet PayPath)

1. Using your Student ID number (located on the front of your Buoy card), login to UAOnline (<https://uaonline.alaska.edu>).
2. Select the *Student Services & Account Information* tab
3. Click on *Student Account* from the menu
4. Select *Account Detail for Term (Semester)/Pay Term Balance*
5. Select the term you need to pay on
6. Click on the *Pay Now* button
7. Wait for the TouchNet PayPath system to load
8. Once it loads, select *Make a Payment* button, then press again to confirm payment
9. Select *Current account balance* where you can enter the amount or *Pay by term* and click on the term(s) you are making the payment for and press *continue*
10. Choose your payment method (If paying with an e-check please refer to: Using UAOnline (TouchNet) below) and then press *Select*
11. Enter your information and then click *Continue*
12. Review your payment and then click *Submit Payment*
13. A receipt of your payment appears and you can logout of your session

Select Payment Method

Payment amount: \$1.00

Payment Method:

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Debit and Credit Card - We accept the following credit and debit cards.



Account Information

*Indicates required fields

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.

*Account type:

*Routing number:
[\(View example\)](#)

*Bank Account number:

*Confirm account number:

*Name on account:

Option to Save

Save this payment method for future use

Save payment method as:

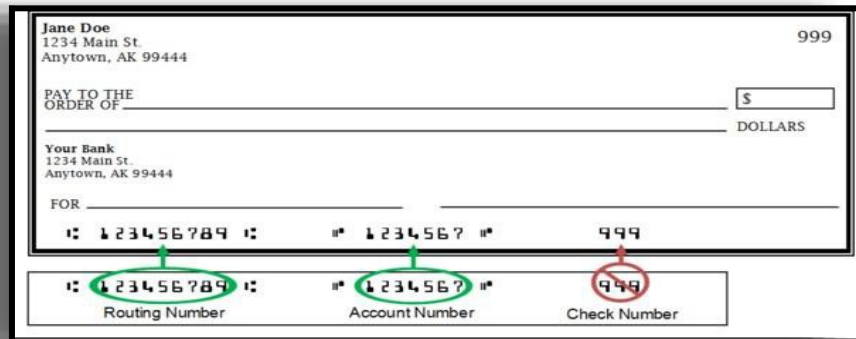
Using UAOnline (TouchNet):

1. Select payment method
2. Enter bank account information (Account type: Checking or Savings, Routing number, Account number, and Name on the account.)
3. You can save payment information by clicking the check box and giving it a nickname

How to find your Bank Routing and Account Number

The **routing number** is always the first set of 9 digits on the bottom of your check starting from the left.

The **account number** is typically the second series of digits on the bottom of your check.



If you do not have a paper check, please contact your financial institution to find out what your account number is. The routing numbers are often made public on the financial institution's website. We have included a few examples here of common regional banks/credit unions in Alaska.

Alaska USA	325272021	Credit Union 1	325272063
Denali FCU	325272047	Keybank	125200879
Northrim Bank	125200934	First National Bank AK	125200060
Wells Fargo Alaska	125200057	USAA	314074269

For many financial institutions your routing number depends on where you open your account. Check to make sure which state you opened your account.

If you have questions contact: PWSC Valdez, Cashier @ 907-834-1620