How to Pay My Bill
Log in to Mywings/Student Tab /View & Pay My Bill
The TouchNet portal will open as shown. Click on “Make a Payment” button
• Click on the “Make a Payment” Button Again
Here are your choices:
1. If you do not want to make any changes - Click on Current Account Balance - click Continue.
Click the drop box arrow and select your payment method.
2. If you would like to pay a different amount, click on the Current account balance button and change the amount to the amount you want to pay (even if your balance is $0 you can post an amount in the box).

Click Continue
Click the drop box arrow and select your payment method.
3. Select “Pay by line item:” and check the box(es) of the charge(s) you’d like to pay, (you can change the amount in the box(es)).

Click Continue
Click the drop box arrow and select your payment method.
If you chose “New Electronic Check”, you would need to fill in your banking account information.

You can name that bank account to save it for future use; you would only have to click on your named account—your bank information is securely saved.

If you check here, any refunds would be deposited into this bank account.
You know Direct Deposit is set up successfully when you see the account name under ‘Account Description.’
If you want to set up another bank account for depositing your refund, click eRefunds on the toolbar to set up or remove the account to be used for direct deposit.
If you chose to pay via a credit card, credit card payments are handled through PayPath®, a tuition payment service. A 2.75% non-refundable convenience fee will be added to your payment. Click Continue to PayPath and follow the prompts.
When you are finished conducting business in TouchNet, log out by clicking on the Log Out link in the upper right hand corner of the screen.