


# TouchNet PayPath Instructions

**UWG SSO Login Service**

Enter your UWGID and Password

Username:



Password:

☐ Warn me before logging me into other sites.

Trouble Logging In ?

Are you using your **UWG ID** ?

Make sure you have Set your UWG ID password  
and your Self-Service Reset Questions.

  
Click  for details on the UWG ID

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**STUDENTS** will use this page to access the TouchNet PayPath portal:

[https://secure.touchnet.com/C21447\\_tsa/web/caslogin.jsp](https://secure.touchnet.com/C21447_tsa/web/caslogin.jsp)



# E-Bill & Payment Services

## Students and Staff

**\*Indicates required information**

\*Student ID:

\*Student PIN:

Login

## Authorized Users

Login for parents or others who have been granted access.

\*E-mail:

\*Password:

Login

**Forgot your password?**  
Have a temporary password  
e-mailed to you.

## Welcome

Welcome to University of West Georgia Student Account Suite. This site is a 24x7 service offered to students and their families for making payments and managing their student account.

Students and staff may log in using their Student ID and Student PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to [bursar@westga.edu](mailto:bursar@westga.edu).

## Student Account Suite Features

### Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to make payments.

**AUTHORIZED USERS** will use this page to access TouchNet PayPath:

[https://secure.touchnet.com/C21447\\_tsa/web/login.jsp](https://secure.touchnet.com/C21447_tsa/web/login.jsp)



## E-Bill & Payment Services

### Electronic Agreement

I agree to receive text messages regarding balances due on my student account with UWG.

[I agree](#)[Deny Consent](#)[Print](#)

On this page, you will receive this message the first time you log into TouchNet PayPath. Please choose "I agree" to allow the University of West Georgia to send you text messages regarding your Balance Due. If you do not wish to agree, please select "Deny Consent." You may also print the agreement from this screen.



# E-Bill & Payment Services

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Logged in as: [REDACTED]

**My Account**

**Payments**

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## Account Alerts

No alerts at this time.

## Announcements

**Welcome to the University of West Georgia Student Billing and Payment Center!** You can view your current account activity and make payments. You can also allow your parents or guardians to access your account to make payments and view your current account activity.

## My Account

### Current Account Status

**Student Account** There is no activity on this account at this time.

[Make a Payment](#)

[View Account Activity](#)

On this page, you will see the above information once you log in. If you have a Balance Due for a current and/or upcoming term, you will see it on this page under "Current Account Status". In addition, you may use the tabs at the top of the screen to navigate to the various sections and options within TouchNet PayPath.



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## Profile Settings

### ▼ Personal Profile

You may update your personal profile and preferences here. If you choose to enter a secondary e-mail address (in addition to your school-assigned address), e-mails generated by this system will be sent to both addresses. If you wish to provide a parent or guardian access to your account information, please click the "Authorized Users" tab.

Student ID:

[REDACTED]

Full name:

[REDACTED]

E-mail address:

Alternate e-mail address:

**Save Changes**

► **Communication**

On this page under the "Personal Profile" tab, you can set up an alternative email address to receive email notifications regarding a Balance Due.



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## Profile Settings

### Personal Profile

#### Communication

To get optional text messages about new bills and upcoming payments, enter your mobile phone number and carrier. Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.

Opt into receiving text messages

☐ Yes ☒ No

Mobile phone: (555-555-5555)

Select your mobile carrier

Select Carrier ▼

**Refer to the Terms & Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges you may incur for usage of wireless Internet.**

**Save Changes**

On this page under the "Communication" tab, you can set up a cell phone to allow the University of West Georgia to send you text messages regarding your Balance Due. If your carrier is not listed, please contact the Bursar's Office at [bursar@westga.edu](mailto:bursar@westga.edu).

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## Payment Methods

► **Saved Payment Methods**

▼ **Add New Payment Method**

Select Payment Method ▼

Select

**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.

On this page, you will be able to see saved payment information under the "Saved Payment Methods" tab. Under the "Add New Payment Method" tab, you will be able to add your Visa, MasterCard, American Express, or Discover information, or ACH (Electronic Check) information.

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## Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users **DO NOT** have access to your stored payment methods, academic records, or other personal information.

### ▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your payment history and account activity?

☒ Yes ☐ No

[Continue](#)


[Cancel](#)

On this page, you will be able to add Authorized Users. The Authorized User will be able to access and make payments towards your Balance Due **ONLY**. Granting access to an Authorized User in TouchNet PayPath **DOES NOT** grant access to any other information (Grades, Registration Status, ETC.). Please enter a valid email address and "Yes" if you would like to allow this person the authorization to view your payment history, account activity, and make payments on your behalf. Click Continue.

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## Authorized Users

Authorized user could not be located due to system error. Please contact system administrator.

Agreement to Add Authorized User

I hereby authorize **University of West Georgia** to grant [REDACTED]@gmail.com partial access to my accounts, including ability to view my payment history and/or make payments accordingly. My payment methods, billing statements, and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Friday, February 17, 2017.

For fraud detection purposes, your internet address has been logged:  
160.10.30.84 at 2/17/17 12:00:08 PM EST

**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.**

Please check the box below to agree to the terms and continue.

☐ I Agree


Print Agreement

Continue

Cancel

This pop-up will occur when you have entered the appropriate information on the previous screen. Please read very carefully and select "I Agree" only if you fully agree with the above statement. You may also print the agreement from this screen. Once you have made the appropriate selection, please select "Continue."

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### ▼ Current Authorized Users

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled payments by that person that have not already been applied will be cancelled.

Full name:	E-mail address:	Action
	[REDACTED]@gmail.com	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Show Agreement</a>
<div>&lt; [Progress Bar] &gt;</div>		

► Add Authorized User

On this page, you can view, edit, or delete your authorized users under the “Current Authorized Users” tab.