

Making a Payment with the Student Account Center

- 1) Go to the [Student-Self Service](#) page and use the Student Self-Service button to log into the Student Information System (SIS).
- 2) After logging in, you will see the Student Services landing page. To open the Student Account Center, click on the “Student Account Center (Pay Now/Account Details/Authorize Payment Agents)” link under Student Accounts Receivable.

Home Student Example

Student Services

Hello Student Example.
Note: current students need to log in with their network ID username (not UID) in order to access certain menu options, including the degree audit.

Welcome to Student Self-Service

- Registration**
 - View Holds
 - Add/Drop Classes
 - Browse Classes
 - Textbook Listing
- Degree Requirements**
 - View My Degree Audit (Current Students Only)
 - Apply to Graduate
 - View Graduation Application
- Academic Records**
 - View Grades (Most Recent Term Only)
 - View Unofficial Transcript (All Terms)
 - Order Official Transcripts
- Student Accounts Receivable**
 - Student Account Center (Pay Now/Account Details/Authorize Payment Agents)
 - Statement and Payment History
 - Direct Deposit
 - Tax Notification (1098-T)
 - Student Health Insurance Waivers
- Financial Aid**
 - Financial Aid Self-Service
 - Financial Aid Website
- Personal Information & User Account**
 - Student Profile
 - Update Personal Information
 - Change My Name
 - Sign Up for OHSU Alert Texts
 - Complete Outstanding Action Items
 - Change OHSU Network Account Password (on OHSU network only)
 - Change Student ID Number Password (must be signed on with Student ID Number)

- 3) You will be redirected to the Student Account Center Website. If you have not done so previously, you will be asked to accept the Student Financial Responsibility Agreement and given the chance to add an authorized user, secondary email, and saved payment method if desired.
- 4) The Student Account Center dashboard will be displayed. General announcements will be in the left sidebar, your current balance will be displayed in the main window, and profile options will be in the right sidebar.

OHSU Logged in as: Student Example | Logout

My Account My Profile Make Payment Payment Plans Help

Announcement

Welcome to your OHSU Payment Account Center!

You can view your current account activity, make a payment, or enroll in a payment plan. You can also allow your parent/guardian to access your account to make payments and view your current activity by completing the **Authorized User** set up.

OHSU Bills

In lieu of a paper billing statement, OHSU uses an electronic billing system that allows you to have access to your account summary. To receive an e-Bill statement, a student must have registered for classes prior to the bill issue date. The e-Bill statement is a snapshot in time. We remind all students of their responsibility to check their latest e-Bill and submit their payment on or before the due date.

Student Account

ID:

Balance **\$2,110.00**

View Activity Enroll in Payment Plan **Make Payment**

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Consents and Agreements

Term Balances

Fall 2025	\$2,110.00
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- 5) To view your activity prior to making a payment, click the View Activity button. To proceed directly to the payment, skip to Step 9.
- 6) By default, your entire account history will be displayed by term. This will include estimated financial aid that has not yet been applied to your account. To see account activity for a specific period of time, change the dropdown from Full account activity to Date range, enter the beginning and end dates, and click View Activity.

The screenshot shows the OnSU Account Activity page. The top navigation bar includes the OnSU logo, a home icon, and links for My Account, My Profile, Make Payment, Payment Plans, and Help. The user is logged in as 'Student Example' and can click 'Logout'. The main heading is 'Account Activity' with buttons for Print, Excel, and PDF. Below this is a filter section with a dropdown set to 'Full account activity' and a 'View Activity' button. The 'Student Account Balance' is \$2,110.00. The 'Fall 2025' term balance is also \$2,110.00. The 'Account Activity' table shows charges for Tuition HIP/MCR and University Fee, totaling \$2,110.00. The 'Term Balance' is \$2,110.00, and the 'Term Balance Including Estimated Aid' is also \$2,110.00.

Description	Date	Due Date	Charges	Credits/Anticipated Credits	Balance
Tuition HIP/MCR	8/26/25	--	\$1,764.00	--	\$1,764.00
University Fee	8/26/25	--	\$346.00	--	\$346.00
Total Charges:					\$2,110.00
Total Credits/Anticipated Credits:					\$0.00
Term Balance:					\$2,110.00
Term Balance Including Estimated Aid:					\$2,110.00

- 7) You can print or save the data in either Excel or PDF format by selecting the appropriate button either within the term display (for a single term) or in the upper right corner (for all displayed activity).
- 8) Once you have reviewed your bill, click the home button to return to the landing page.
- 9) Click the green Make Payment button to make a payment on your account.

10) Today's date will auto populate in the Payment Date field. If you wish to schedule a payment for a future date, select the calendar option to the right of the field.

OHSU

Logged in as: Student Example | Logout

My Account My Profile Make Payment Payment Plans Help

Account Payment

Amount Method Confirmation Receipt

Payment Date: 8/28/25

Select Payment Option

☐ **Current Account Balance**
\$2,110.00

☐ **Pay By Term**
Select which semester terms to pay



☐ **Future Amount Due**
\$0.00

Payment Total \$0.00

Continue


11) Select from the one of the three available payment options. Current Account Balance, Pay By Term or Future Amount Due. Current Account Balance will make a payment towards your overall balance. Pay By Term makes a payment towards a specific term. Choose Future Amount Due will make payment towards future charges.


- 12) Once a Payment Option has been selected, a payment box will appear. Enter the amount you wish to pay in the box and click continue.


 Logged in as: Student Example | Logout 


[Home](#) [My Account](#) [My Profile](#) [Make Payment](#) [Payment Plans](#) [Help](#)


Account Payment

 Amount

 Method

 Confirmation

 Receipt

Payment Date: 

Select Payment Option

☒ **Current Account Balance**
\$2,110.00

☐ **Pay By Term**
Select which semester terms to pay

☐ **Future Amount Due**
\$0.00

Current Account Balance

Enter amount to include in the payment total.

Student Account | \$2,110.00

\$

Current Account Balance (Student Account)	\$21,100.00
Payment Total	\$21,100.00

Continue

- 13) If you have previously saved a preferred payment method, that payment method will auto populate and you will be redirected to the Confirmation Screen automatically. Skip to step 18.
- 14) If you have not previously saved a payment method and set it to preferred, the Payment Method screen will be displayed. Use the dropdown to select Credit or Debit Card to make a payment without saving a payment method. If you have saved a payment method, you can select it from the drop-down method. Once your

payment method has been selected, click continue.

The screenshot displays the 'Make Payment' interface for OHSU. The browser address bar shows the URL: https://test.secure.touchnet.net:8443/C21199test_tsa/web/make_payment.jsp. The user is logged in as 'Student Example' and can click 'Logout'. The navigation bar includes links for 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', and 'Help'. The main content area is titled 'Account Payment' and features a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' is \$2,110.00. The 'Select Payment Method' dropdown is open, showing options for 'Credit Card', 'Saved Payment Methods', and 'Debit Card'. The 'Continue' button is highlighted in green. The footer contains links for 'Privacy Policy' and 'Notice of Nondiscrimination', and a copyright notice for OHSU.

Make Payment

[OHSU Managed Favorites](#) [O2 | Home](#) [Secret Server](#) [OneDrive](#) [Projects - OneDrive](#) [Jira](#) [ITSM Team Triage D...](#) [User Community](#)

OHSU

Logged in as: Student Example | Logout

My Account My Profile Make Payment Payment Plans Help

Account Payment

Amount Method Confirmation Receipt

Amount: \$2,110.00

Select Payment Method:*

Select Method

Credit Card

Credit or Debit Card

Saved Payment Methods

Debit Card

Debit and Credit Card - We accept the following:

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Back Cancel Continue

* Indicates required information

Privacy Policy | Notice of Nondiscrimination

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15) If you used a saved payment method, skip to Step 18.

16) Enter your credit or debit card number in the box and click continue.


The screenshot shows the 'Account Payment' interface with a progress bar at the top indicating four steps: Amount, Method, Confirmation, and Receipt. The 'Method' step is currently active. Below the progress bar, the 'Amount' is displayed as \$2,110.00. A dropdown menu for 'Select Payment Method:' is set to 'Credit or Debit Card'. Under 'Account Information', there is a red asterisk indicating required fields, followed by a label '*Card number:' and an empty text input box. At the bottom right, there are three buttons: 'Back', 'Cancel', and 'Continue'.

17) Enter the name as it appears on the card and the card expiration date month and year in the left column. If you wish to save the card information for future payments, check the Save this payment for future use box in the right column and enter the description to display for this payment method. Once all information is entered, click Continue.

This screenshot shows the same 'Account Payment' interface as the previous one, but with more fields populated. The 'Amount' remains \$2,110.00. The 'Select Payment Method:' dropdown is still 'Credit or Debit Card'. Under 'Account Information', the '*Card account number:' field now contains 'xxxxxxxxxxxx1111'. The '*Name on card:' field is an empty text box. The '*Card expiration date:' field has two dropdown menus showing '08' and '2026'. A new section titled 'Option to Save' appears on the right, containing a checkbox 'Save this payment method for future use' which is unchecked. Below this, there is a label 'Save payment method as:' followed by an empty text box and the text '(example My CreditCard)'. At the bottom right, the 'Back', 'Cancel', and 'Continue' buttons are present.

18) The Payment Confirmation screen will display. Review your payment details carefully. If you need to update your payment amount or method, click the button in that section of the page to change it. Once you have verified the information,


click the Submit Payment button. You will receive an email confirmation at the Confirmation Email(s) on file.





Logged in as: Student Example | Logout


[Home](#) [My Account](#) [My Profile](#) [Make Payment](#) [Payment Plans](#) [Help](#)

Account Payment


Amount


Method


Confirmation


Receipt

Please review the transaction details, then submit your payment.

Payment Information

Payment Date8/28/25

Term	Account	Amount
Summer 2025	Student Account	\$2,110.00

Total Payment Amount\$2,110.00

Change Amount

Paid To

Oregon Health and Science University
Attn: Student Financial Services MC:332ARB
3181 SW Sam Jackson Park Road
Portland, OR 97239-3098

Confirmation Email

Selected Payment Method

Account:

VISA

Expiration Date:08 / 29

Name on card:Student Example

Change Payment Method

By selecting the Submit Payment button, you are agreeing to the [Oregon Health & Science University T & F Book](#).

Back

Cancel

Submit Payment