

# International Student Services

## How to pay your Deposit, Insurance, and Student Account charges.

### Table of Contents:

#### Deposit (pages 2-7)

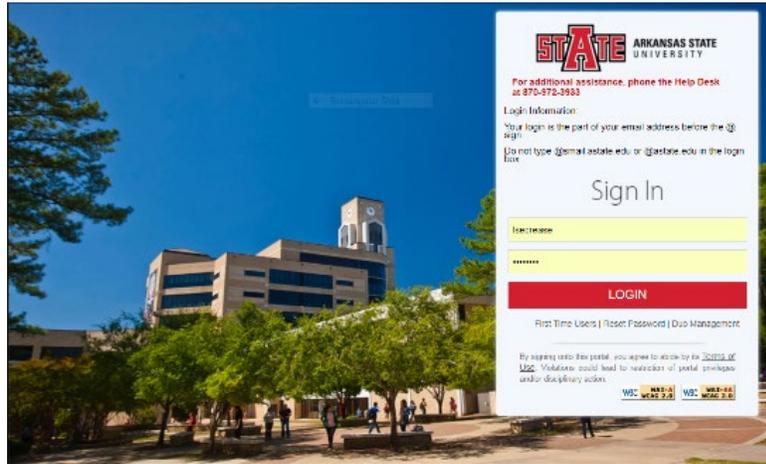
#### Insurance (pages 8-12)

#### Student Account charges (page 13)

\*Student Account charges include tuition and fees, housing, meal plan, and health center.

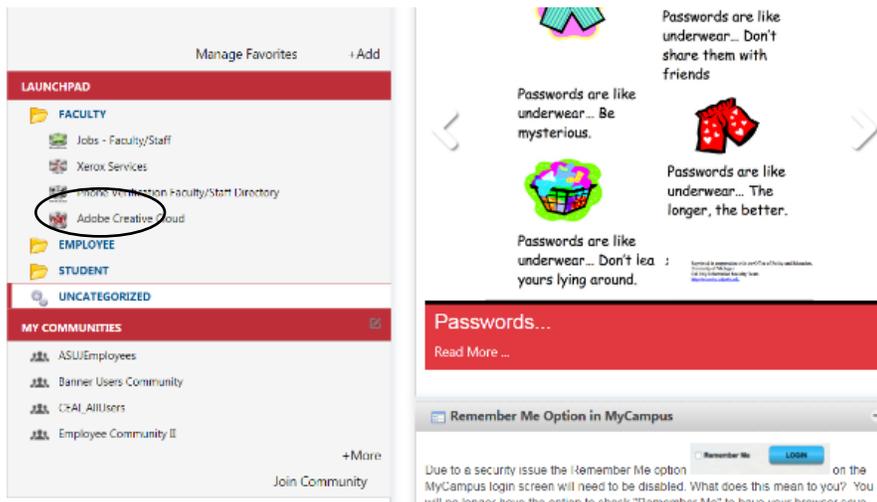
# How to pay your Deposit

## 1. Log into myCampus.



## 2. Select

**Student**

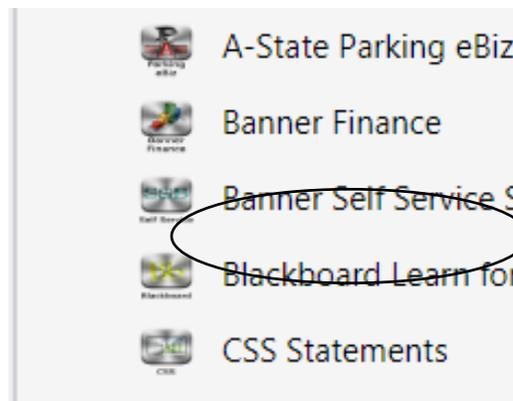


## 3.

**Select  
Banner Self**

**Service from the**

**drop down menu**



# How to pay your Deposit

## 4. Click Student

### Arkansas State University

Personal Information **Student** Financial Aid Employee

Search  Go

Please click the myBill button below to pay on your account, make deposits, or to set up installments.  
A-State Online/Academic Partnership courses **MUST** be paid in full. Payment plans are **NOT** an option for A-State Online/Academic Partnership courses.

myBill

RELEASE: 8.2.0

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## 5. Select Student Records

- If you are required to complete MATH 0003 or MATH 0013, please continue with additional registration.
- All remedial holds are handled in Advisement Services.

**Student Records**

View your holds, grades, transcripts and account summary. Set up

**Financial Aid**

Apply for Financial Aid, review status and loans

## 6. Select myBill

### Student Records

**myBill**

View eBill, make a payment or deposit and establish Online

[Account Summary by Term](#)

[View Holds](#)

[Midterm Grades](#)

[Final Grades](#)

WN Grading for Full Session and Session 1 courses will begin

Final Grading for Session 1 courses will begin on October 8

WN Grading for Session 2 courses will begin on October 15

Final Grading for Full Session and Session 2 courses will begin

Final Grades for graduating students are due by noon (12:00

Final Grades for all students are due by Noon (12:00PM) on

[Academic Transcript](#)

Students can print an unofficial transcript for free.

[Request Official Transcript](#)

Students can request an official transcript for free from the

[View Status of Transcript Requests](#)

[View Test Scores](#)

View official test scores received by ASU. (ACT, SAT, etc.)

## 7. Select myBill once again.



### Arkansas State University

Personal Information **Student** Financial Aid Employee

Search  Go

Please click the myBill button below to pay on your account, make deposits, or to set up installments.

A-State Online/Academic Partnership courses **MUST** be paid in full. Payment plans are **NOT** an option for A-State Online/Academic Partnership courses.

myBill

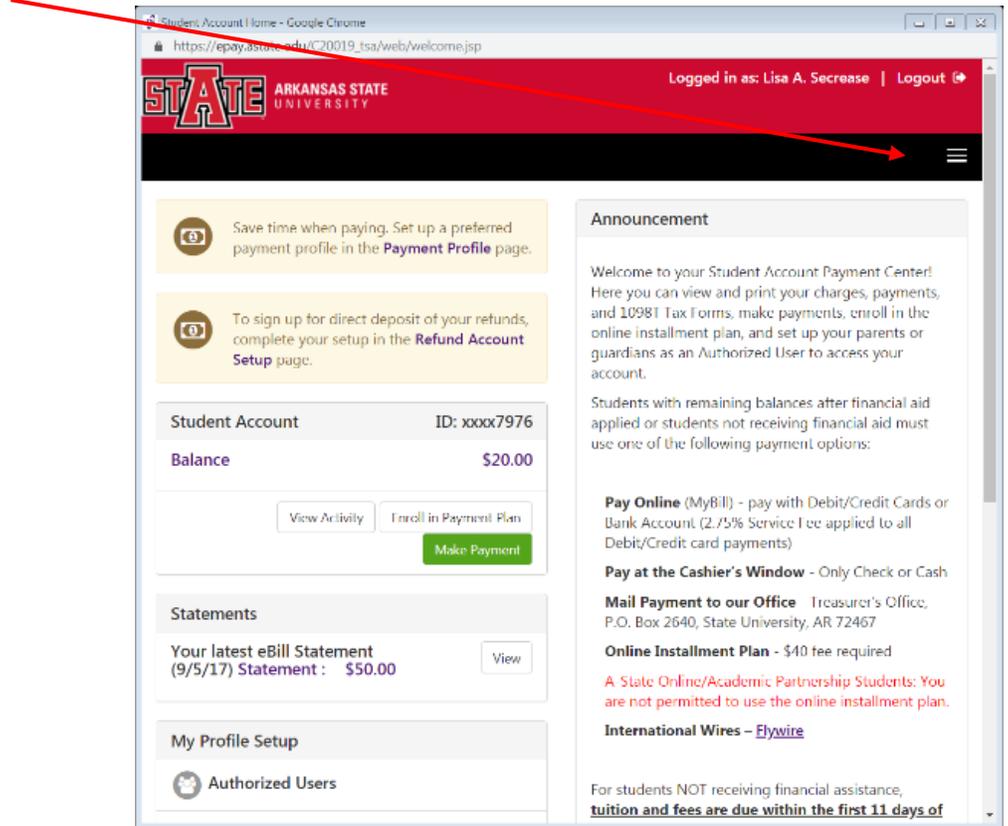
RELEASE: 8.2.0

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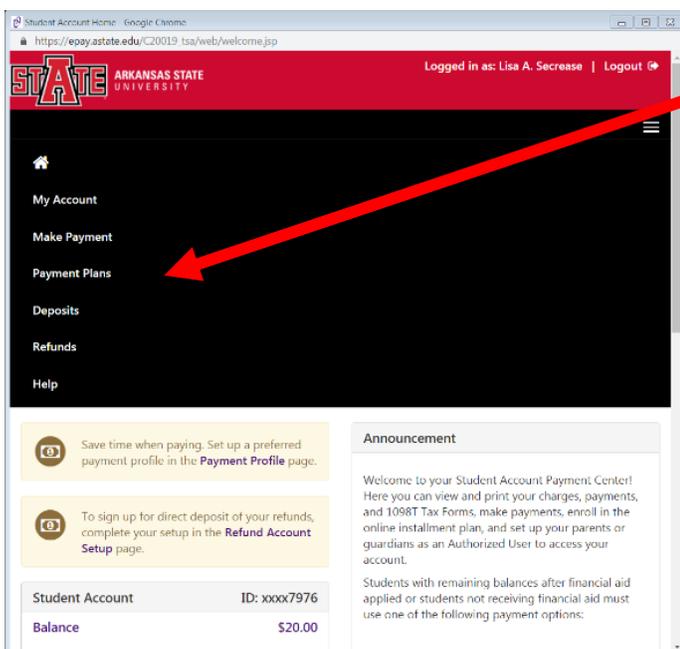
# How to pay your Deposit

## 8. To pay the International Deposit:

At the top of the screen you will see three lines:



## 9. Select the three lines and you will see other choices: Select the word Deposits



# How to pay your Deposit

10. You will be brought to a screen like the following: Click the drop down arrow and choose the term you will be paying the deposit fee for and hit select.

Make Payment - Google Chrome  
https://epay.astate.edu/C20019\_tsa/web/make\_payment.jsp  
Logged in as: Lisa A. Secrease | Logout

## Deposit Payment

Deposit Payment | Deposit History

Select a term then deposit payment account you would like to make a payment toward

Select a term: Fall 2018 [v] Select

There are no deposit payments available at this time.

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11. Another box will appear: Choose the drop down arrow and select Int'l Deposit and hit select.

Make Payment - Google Chrome  
https://epay.astate.edu/C20019\_tsa/web/make\_payment.jsp  
Logged in as: Lisa A. Secrease | Logout

## Deposit Payment

Deposit Payment | Deposit History

Select a term then deposit payment account you would like to make a payment toward

Select a term: Fall 2018 [v] Select

Select a deposit: Int'l Deposit [v] Select

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# How to pay your Deposit

12. The deposit name and amount will appear. Select continue

The screenshot shows a web browser window with the URL [https://epay.astate.edu/C20019\\_tsa/web/make\\_payment.jsp](https://epay.astate.edu/C20019_tsa/web/make_payment.jsp). The page title is "Deposit Payment". There are two tabs: "Deposit Payment" (active) and "Deposit History". A progress bar at the top shows four steps: a dollar sign, a credit card, a thumbs up, and a list icon. Below the progress bar, a yellow box contains the instruction: "Select a term then deposit payment account you would like to make a payment toward". There are two dropdown menus: "Select a term" with "Fall 2018" selected, and "Select a deposit" with "Intl Deposit" selected. Below these is a table with the following data:

Intl Deposit	
Deposit name	Intl Deposit
Deposit description	Intl Deposit
Term	Fall 2018
Maximum payment amount	\$350.00
Payment amount	\$350.00

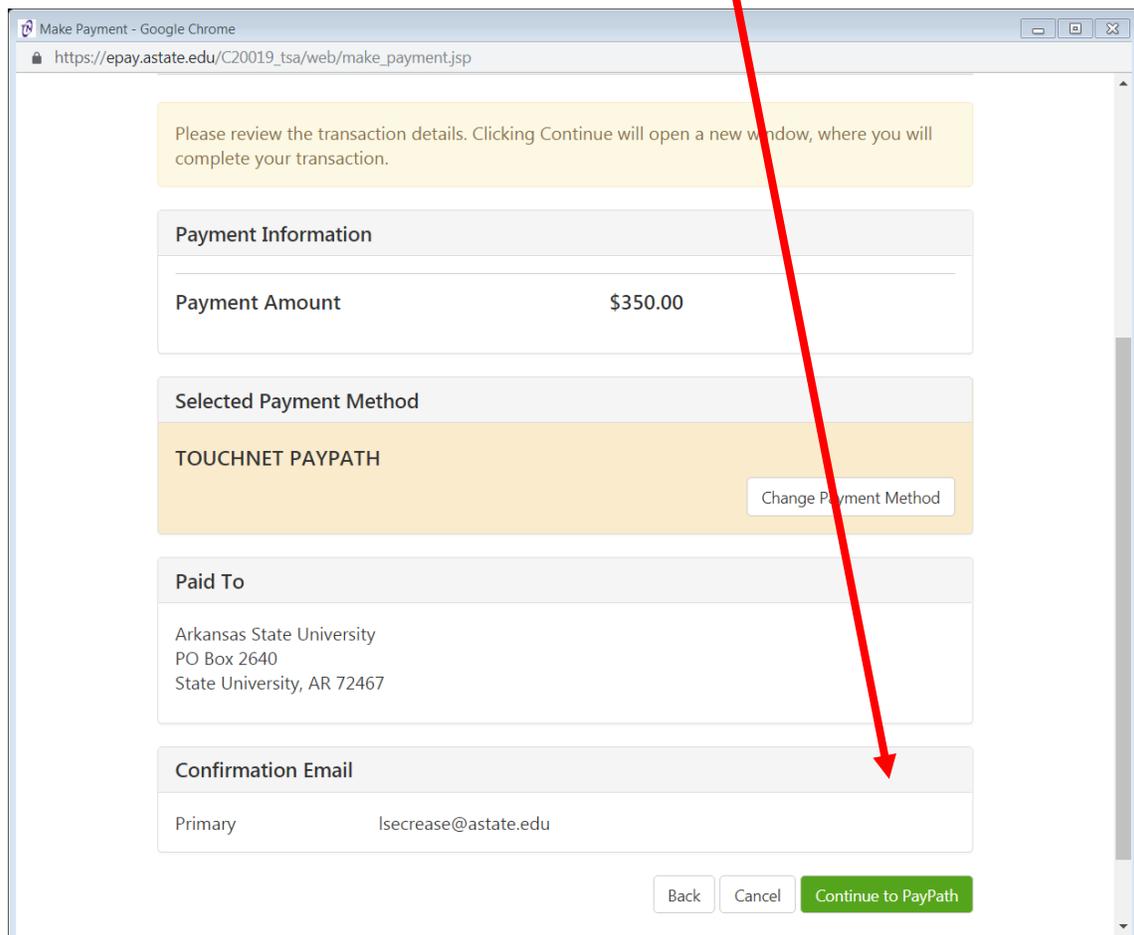
At the bottom right of the form are two buttons: "Cancel" and "Continue". A red arrow points from the top right of the browser window down to the "Continue" button.

13. Here you will select your method of payment then continue:

The screenshot shows the same web browser window as in step 12. The page title is "Deposit Payment". The "Deposit Payment" tab is active. The progress bar shows the second step (credit card) highlighted. Below the progress bar, the "Amount" is set to "\$350.00" and the "Method" dropdown menu is set to "Credit Card via PayPath". There are three buttons: "Back", "Cancel", and "Continue". A red arrow points from the top left of the browser window down to the "Continue" button. Another red arrow points from the top left of the browser window down to the "Method" dropdown menu. Below the form, there is a disclaimer: "\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment." Below that, it says "Electronic Check - Payments can be made from a personal checking or savings account." At the bottom of the page, there is a footer with the text "©2019 Touchnet® & Deposit Payments Company | All rights reserved | Privacy Statement" and a logo for "touchnet" with the text "Secured by touchnet".

# How to pay your Deposit

14. You will see the following screen. Select Continue to PayPath and follow the prompts.



The screenshot shows a web browser window titled "Make Payment - Google Chrome" with the URL "https://epay.astate.edu/C20019\_tsa/web/make\_payment.jsp". The page content includes a yellow warning box, a "Payment Information" section with a payment amount of \$350.00, a "Selected Payment Method" section with "TOUCHNET PAYPATH" and a "Change Payment Method" button, a "Paid To" section with the address for Arkansas State University, and a "Confirmation Email" section with the email "lcrease@astate.edu". At the bottom, there are three buttons: "Back", "Cancel", and "Continue to PayPath". A red arrow points from the top right towards the "Continue to PayPath" button.

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

**Payment Information**

Payment Amount \$350.00

**Selected Payment Method**

TOUCHNET PAYPATH

Change Payment Method

**Paid To**

Arkansas State University  
PO Box 2640  
State University, AR 72467

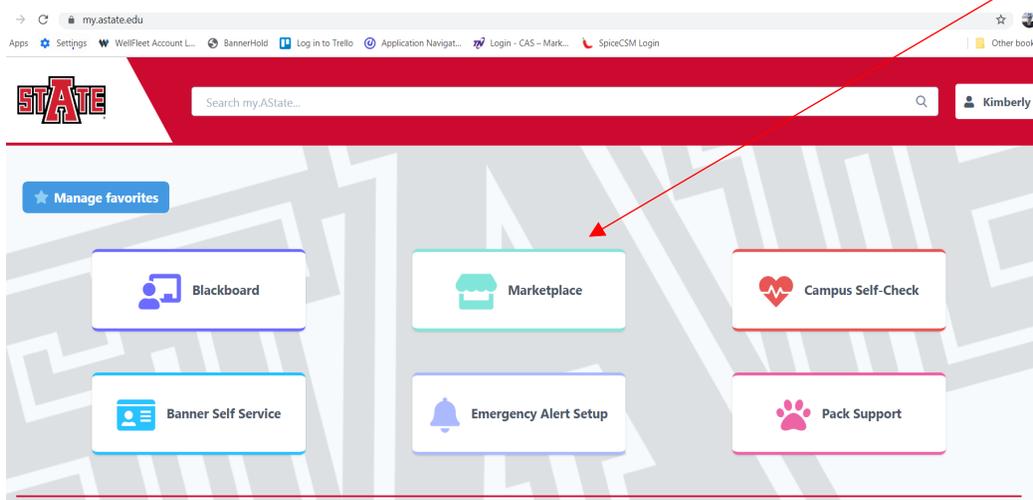
**Confirmation Email**

Primary lcrease@astate.edu

Back Cancel Continue to PayPath

# How to pay your International Insurance

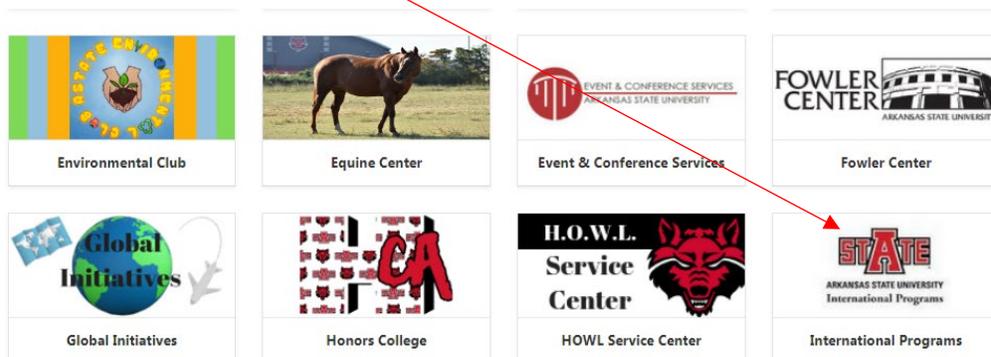
15. Go back to the home page of MyCampus portal to get to the Marketplace icon.



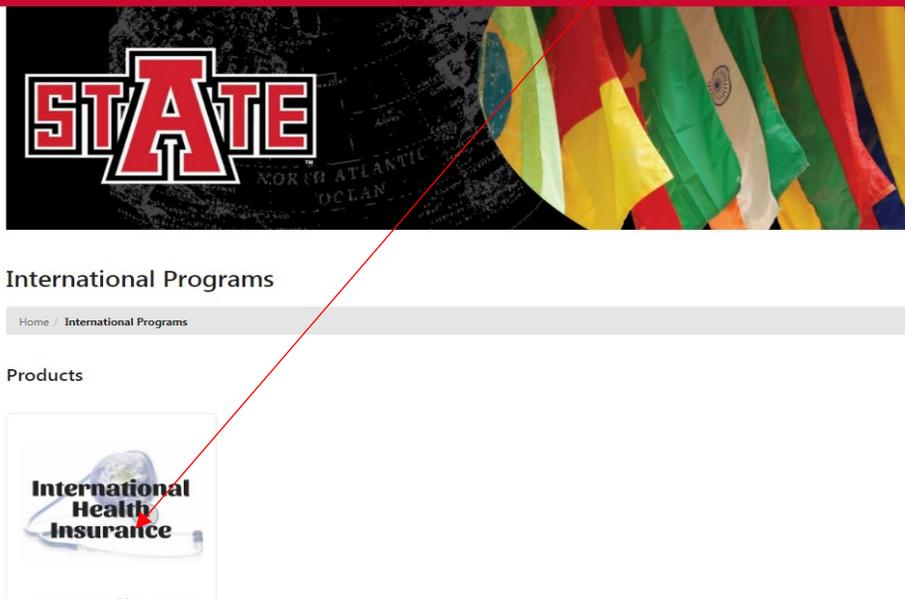
16. Select the 3 white bars then click the 'Shop by Store' or look for the words 'All Stores'.



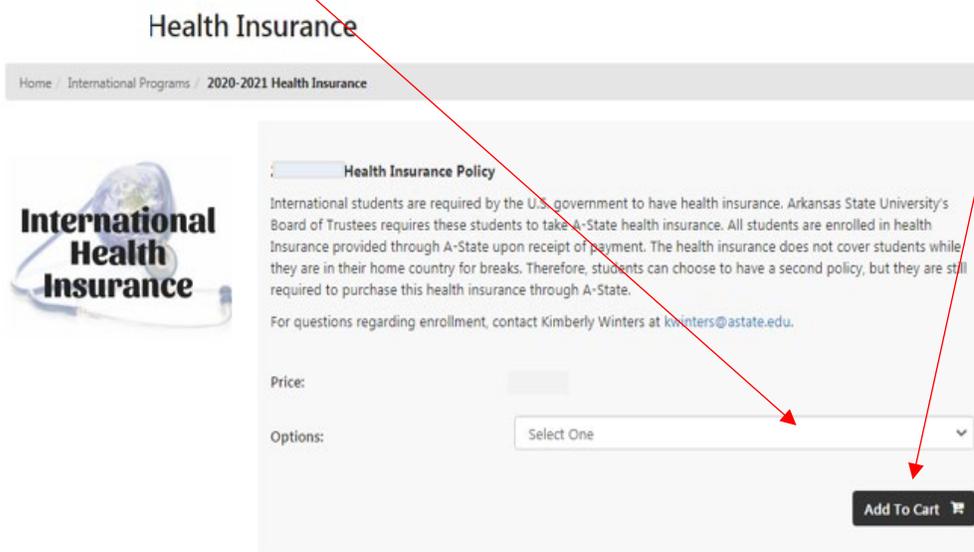
17. Search for the 'International Programs' icon and double-click.



**18. Under products, select International Health Insurance.**



**19. From the drop down list, select the term you need to pay. Add to cart.**



**20. Answer the Challenge Response security question then select continue.**

**Health Insurance - Challenge Response**

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Home / International Programs / **Health Insurance**



### Health Insurance Policy

International students are required by the U.S. government to have health insurance. Arkansas State University's Board of Trustees requires these students to take A-State health insurance. All students are enrolled in health insurance provided through A-State upon receipt of payment. The health insurance does not cover students while they are in their home country for breaks. Therefore, students can choose to have a second policy, but they are still required to purchase this health insurance through A-State.

For questions regarding enrollment, contact Kimberly Winters at [kwinters@astate.edu](mailto:kwinters@astate.edu).

Help us fight spam by confirming you are not a robot.

Click or touch the **Cloud**




**21. Answer the questions in each box and select continue.**



### Health Insurance Policy

International students are required by the U.S. government to have health insurance. Arkansas State University's Board of Trustees requires these students to take A-State health insurance. All students are enrolled in health insurance provided through A-State upon receipt of payment. The health insurance does not cover students while they are in their home country for breaks. Therefore, students can choose to have a second policy, but they are still required to purchase this health insurance through A-State.

For questions regarding enrollment, contact Kimberly Winters at [kwinters@astate.edu](mailto:kwinters@astate.edu).

\* Indicates required information

**First Name \***

  
(1-1,000 characters)

**Last Name \***

  
(1-1,000 characters)

**Student ID# \***

  
(1-1,000 characters)

**@smail Email Address \***

  
(1-1,000 characters)



22. Review your name, address, student ID and personal @smail email address then select 'checkout'.

The screenshot shows a navigation bar with icons for My Cart, Delivery, Payment, Confirmation, and Receipt. Below the navigation bar is the 'Items in your Cart' section, which includes a table with columns for Item Name, Store, Remove, and Amount. The table contains one item: 'International Programs'. Below the table are input fields for 'First Name:', 'Last Name:', 'Student ID#:', and '@smail Email Address:'. The email address field contains '@smail.astate.edu'. To the right of the email field is a 'Total:' label. Below the total label is a 'Promotional Code' input field with an 'Apply' button. At the bottom right are two buttons: 'Continue Shopping' and 'Checkout'. A red arrow points from the instruction text to the 'Checkout' button.

23. Select the 'Checkout as Guest' button.

The screenshot shows a navigation bar with icons for My Cart, Delivery, Payment, Confirmation, and Receipt. Below the navigation bar is the 'Login' section, which includes input fields for 'Username:' and 'Password:'. To the right of the password field is a 'New User? Register Now' link and a 'Login' button. Below the login section is the 'Contact Information' section, which includes an 'Email: \*' input field with the text '@smail.astate.edu'. A red asterisk and the text '\* Indicates required information' are visible to the right of the email field. At the bottom left is a 'Back' button. At the bottom right are two buttons: 'Continue Shopping' and 'Checkout as Guest'. A red arrow points from the instruction text to the 'Checkout as Guest' button.

# How to pay your International Insurance

24. From the dropdown, select a payment method then fill in the required information for your payment method and your billing address then select 'continue' and follow the remaining prompts to finalize your electronic payment.

The screenshot shows a web form with two main sections: "Payment Method" and "Billing Address".

**Payment Method Section:**

- Label: "Payment Method: \*" (with a red asterisk indicating required information).
- Dropdown menu: "Select a Payment Method".
- Section: "Available Payment Methods" with logos for American Express, Discover, Diners Club, iCard, VISA, and Mastercard.
- Text: "Electronic Check (ACH) - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc."

**Billing Address Section:**

- Label: "Billing Address" (with a red asterisk indicating required information).
- Fields: "Name: \*", "Address Line 1: \*", "Address Line 2:", "Country: \*" (dropdown menu showing "United States"), "City: \*", "State/Province: \*" (dropdown menu showing "Arkansas"), and "Postal Code: \*".

**Navigation Buttons:**

- "Back" button on the left.
- "Continue Shopping" and "Continue" buttons on the right.

Two red arrows originate from the text above: one points to the "Select a Payment Method" dropdown, and the other points to the "Continue" button.

**OR**

***\*Note: If you received an email with the Marketplace hyperlink then you have already taken care of this step. If you have any questions, contact Kimberly Winters at: [kwinters@astate.edu](mailto:kwinters@astate.edu)***

# How to pay charges on your student

25. To pay for charges on your account such as housing, meal plan, tuition/fees and health center charges go to MyBill then select 'Make Payment'.

Student Account	ID: xxxx7976
Balance	\$20.00
<input type="button" value="View Activity"/> <input type="button" value="Enroll in Payment Plan"/> <input type="button" value="Make Payment"/>	

You will be taken to the screen to enter your payment information. Enter the dollar amount you wish to pay and follow prompts. If no amount appears here, please visit the International Programs Office and ask to speak to Kimberly Winters or email her at [kwinters@astate.edu](mailto:kwinters@astate.edu) for more information.