

How To Enroll in a Tuition Payment Plan

Before enrolling, please read all about the payment plan details at the Student Financial Services homepage.

If you are an authorized user, click on the link to TouchNet provided in an email that was sent to you. Enter your email address and if this is your first time logging in to TouchNet, enter the temporary password provided to you in a second email. Click Login.

If you are a student, at the Smith College Home Page, click on the BannerWeb tab on the bottom menu bar.

Enter your Smith ID and PIN in the User Login area and then click Login.

Click on the Student tab.

Click on the "Pay my Bill and View e-bill" box.

Click Continue in order to connect to the TouchNet system. The screen does take a few moments to load.

On the top menu bar, click on the Payment Plans tab.

Click on Enroll Now.

Most students will only have one account.

Select the appropriate term from the drop down box and click Go.

Select the appropriate plan from the drop down list and click Select.

For our purposes here, we will select the "Undergrad Only: Fall 2011" plan. Click Select.

Review the payment plan details and click Continue.

A budget worksheet will appear.

Click Display Payment Schedule. The payment schedule will appear, showing each due date and the amount due for that date.

If you would like to add a down payment after reviewing the initial payment schedule, enter the down payment amount and click on Recalculate Payment Schedule. Click OK.

You will also be asked if you would like to set up payments automatically.

For this demonstration, we will select Yes. Click Continue.

Under Select Payment Method, we will choose our previously saved banking information and click Select.

Review and Print the Plan Agreement. You will see the nonrefundable charge for using a payment plan, the amount to be financed, and the total amount of your payments. You will also see a summary of your payments and their due dates. Click I agree and the Green Continue button.

Review and Print the Payment Agreement then click I Agree To The Above Terms and Conditions. Click the Green Continue Button.

A confirmation receipt will be displayed that shows your enrollment was processed successfully. You may print this page for your records.