

How to Pay your Balance through OneACCS

Step 1: Go to www.bscc.edu and **click “OneACCS”** at the top right, next to “LIVE CHAT”



Step 2: Log into OneACCS using credentials based on this example:

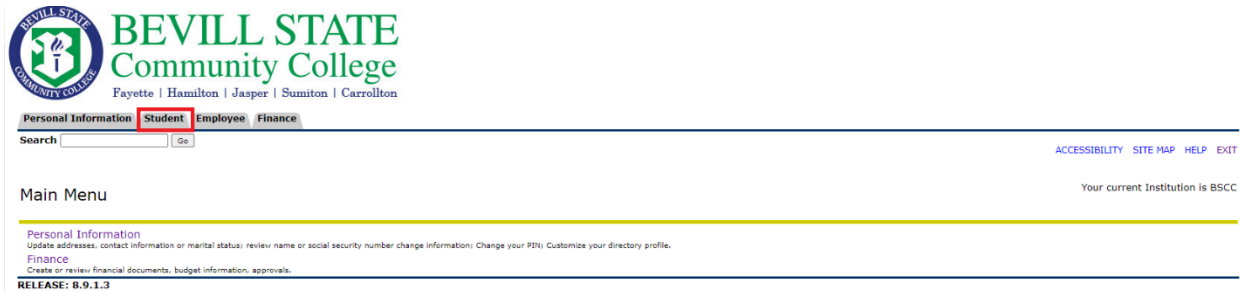
- Janice Doe, whose A-number is A08765432, and whose date of birth is 11/25/2001.
- Username: First initial (j) + full last name (doe) + last four digits of A-number (5432) followed by @student.bscc.edu
 - SAMPLE USERNAME: jdoe5432@student.bscc.edu
- Password: “BSCC” (all caps) + 6-digit DOB (112501)
 - SAMPLE PASSWORD: **BSCC112501**

ellucian.

Sign in to your account

Remember me on this computer

Step 3: You are now directed to the OneACCS student portal home page. **Click on the “Student” tab.**



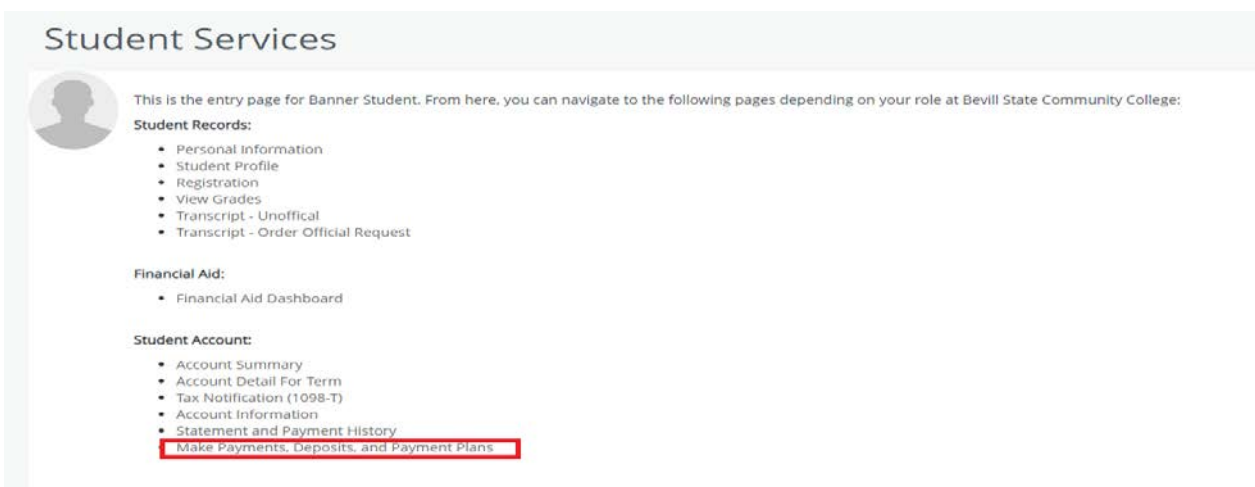
The screenshot shows the Bevill State Community College OneACCS student portal home page. The Bevill State Community College logo is at the top left, with the text "BEVILL STATE Community College" and "Fayette | Hamilton | Jasper | Sumiton | Carrollton" below it. A navigation bar contains tabs for "Personal Information", "Student", "Employee", and "Finance". The "Student" tab is highlighted with a red box. Below the navigation bar is a search bar and a "Go" button. On the right side, there are links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". Below the search bar is a "Main Menu" section with a "Your current Institution is BSCC" message. Under "Main Menu", there are links for "Personal Information" (with subtext: "Update address, contact information or marital status; review name or social security number; change information; Change your PIN; Customize your directory profile.") and "Finance" (with subtext: "Create or review financial documents, budget information, approvals."). At the bottom left, it says "RELEASE: 8.9.1.3".

Step 4: Several options will appear under the student tab. **Click on “Student Landing Page”.**



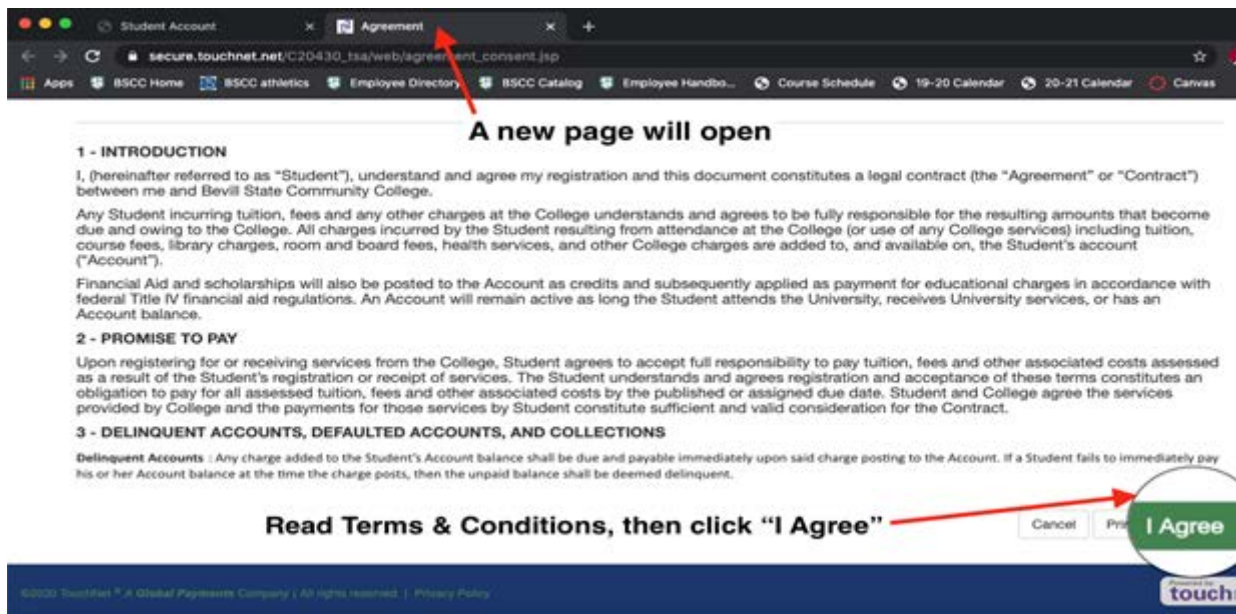
The screenshot shows the Bevill State Community College OneACCS student portal home page with the "Student" tab selected. The navigation bar is the same as in Step 3. Below the navigation bar is a search bar and a "Go" button. On the right side, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar is a "Student" section with a "Your current Institution is BSCC" message. Under "Student", there are links for "Student Landing Page" (highlighted with a red box), "Admissions" (with subtext: "Apply for Admission or Review Existing Applications"), and "What is my ID (A-number)?" (with subtext: "What is my ID (A-number)?"). At the bottom left, it says "RELEASE: 8.9.1.3".

Step 5: You will be redirected to the Student Services Landing Page. **Under the “Student Account” section, click on “Make Payments, Deposits, and Payment Plans.”**

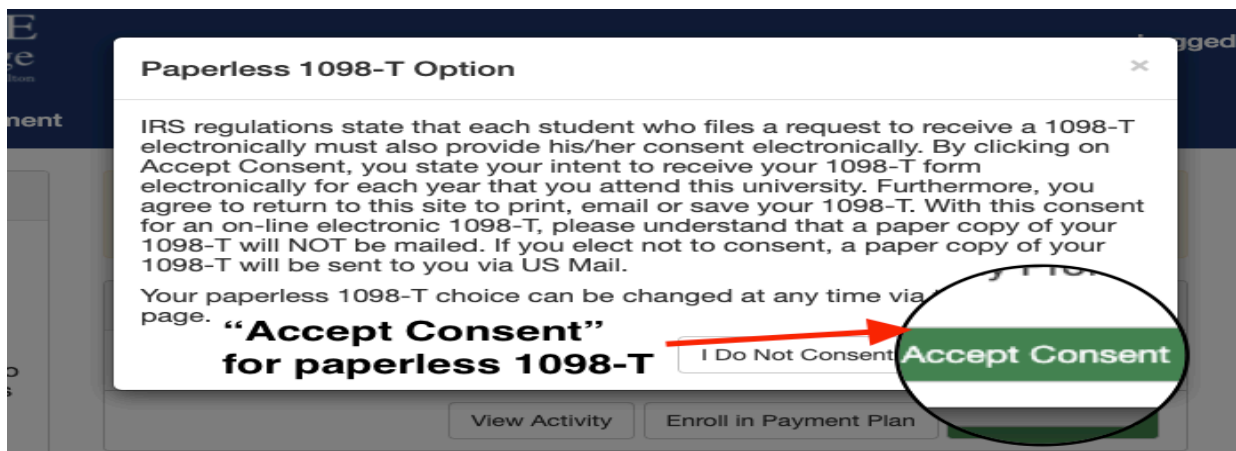


The screenshot shows the Student Services Landing Page. At the top, it says "Student Services". Below that is a profile icon and the text: "This is the entry page for Banner Student. From here, you can navigate to the following pages depending on your role at Bevill State Community College:". There are three main sections: "Student Records:" with links for "Personal Information", "Student Profile", "Registration", "View Grades", "Transcript - Unofficial", and "Transcript - Order Official Request"; "Financial Aid:" with a link for "Financial Aid Dashboard"; and "Student Account:" with links for "Account Summary", "Account Detail For Term", "Tax Notification (1098-T)", "Account Information", "Statement and Payment History", and "Make Payments, Deposits, and Payment Plans" (highlighted with a red box). At the bottom left, it says "RELEASE: 8.9.1.3".

Step 6: Another browser tab/page will then populate, which takes you to the system’s integrated payment platform, “TouchNet”. If this is your first time logging into TouchNet, you will have two pop up notifications. On the first, you will be asked to read and agree to the Terms and Conditions.



On the second, you will be asked if you would like to receive your tax forms (1098-T) electronically. **Click “Accept Consent”** if you wish to receive an electronic copy of your 1098-T.



Step 7: Your TouchNet dashboard will appear now. From here, you will see several options for paying your account balance, as well as options for adding authorized users, adding payment profiles/methods, and much more. **Click the “Make Payment” button to continue.**

Student Account	ID: xxxxxx1252
Student Account There is no activity on this account at this time.	
View Activity	Make Payment

Step 8: Begin process of entering payment information, and work through steps to complete payment.

Enter payment date. To pay the total balance click the “Current account balance” circle. To pay an amount other than what your current total is, enter the amount in the box provided. Click “Continue”.

Account Payment

Amount Method Confirmation Receipt

Payment Date

Current account balance \$0.00

Payment Total: \$0.00

Personal Note

[Continue](#)

Step 9: Enter payment method.

You may pay either by credit or debit card or by electronic check. Electronic check is a payment made using a checking or

savings account.

Amount \$1.00
Method Credit or Debit Card

Account Information
* Indicates required fields
*Card number:

Back Cancel Continue

Amount \$1.00
Method Electronic Check (checking/savings)

Account Information
* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Name on account:
*Account type:
*Routing number: (Example)
*Bank account number:
*Confirm account number:

Option to Save
 Save this payment method for future use
Save payment method as:
 Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Refund Options
A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.

Back Cancel Continue

If you have issues with completing your online payment, or issues with TouchNet, call our one of our Campus Business Offices.

Fayette Campus: (800) 648-3271 ext. 5110

Hamilton Campus: (800) 648-3271 ext. 5319

Jasper Campus: (800) 648-3271 ext. 5714

Sumiton Campus: (800)648-3271 ext. 5203