

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:

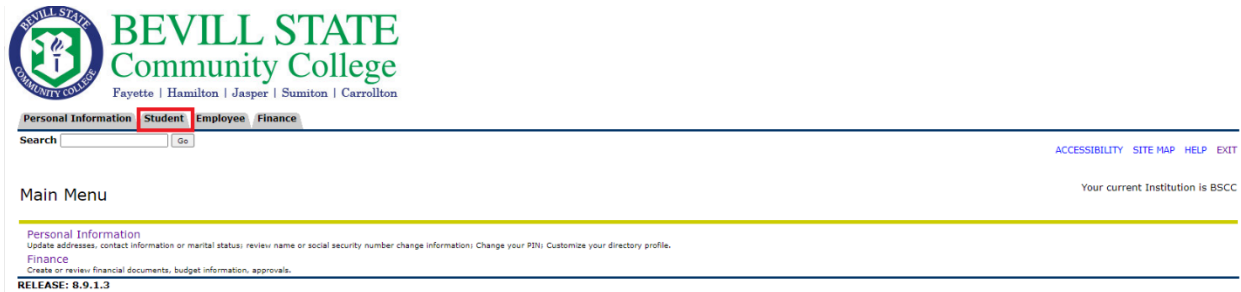
- Janice Doe, whose A-number is A08765432, and whose date of birth is 11/25/2001.
- Username: First initial (j) + full last name (doe) + last four digits of A-number (5432) followed by @student.bscc.edu
 - SAMPLE USERNAME: jdoe5432@student.bscc.edu
- Password: “BSCC” (all caps) + 6-digit DOB (112501)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



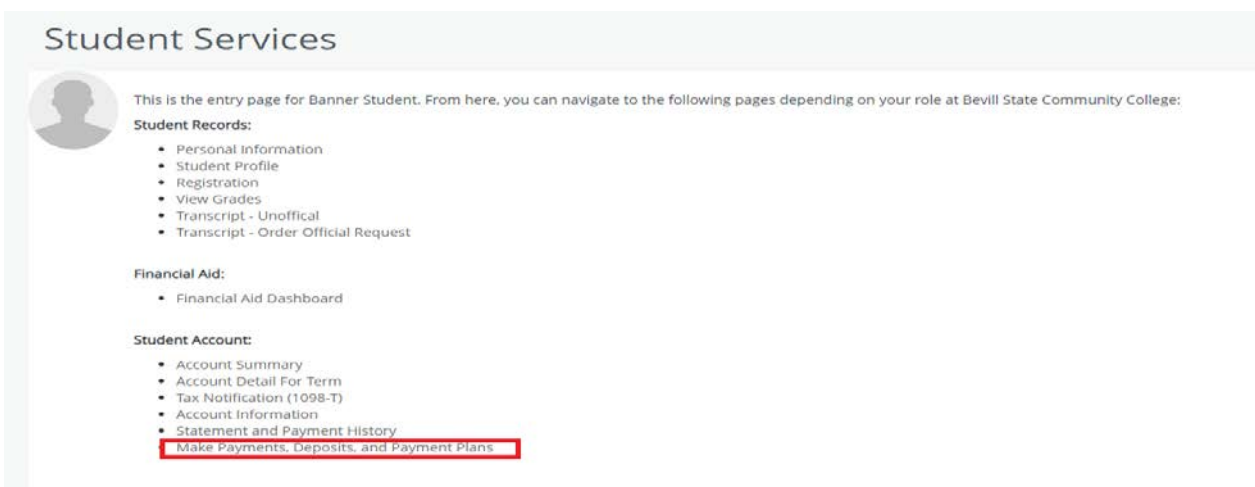
The screenshot shows the Bevill State Community College OneACCS student portal home page. At the top left is the college logo and name. Below it are navigation tabs: Personal Information, Student (highlighted with a red box), Employee, and Finance. A search bar is located below the tabs. On the right side, there are links for ACCESSIBILITY, SITE MAP, HELP, and EXIT. Below the navigation bar is a 'Main Menu' section with a yellow underline. Under 'Main Menu', there are links for Personal Information (with a sub-link 'Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.') and Finance (with a sub-link 'Create or review financial documents, budget information, approvals.'). At the bottom left, it says 'RELEASE: 8.9.1.3'. On the right, it says 'Your current Institution is BSCC'.

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



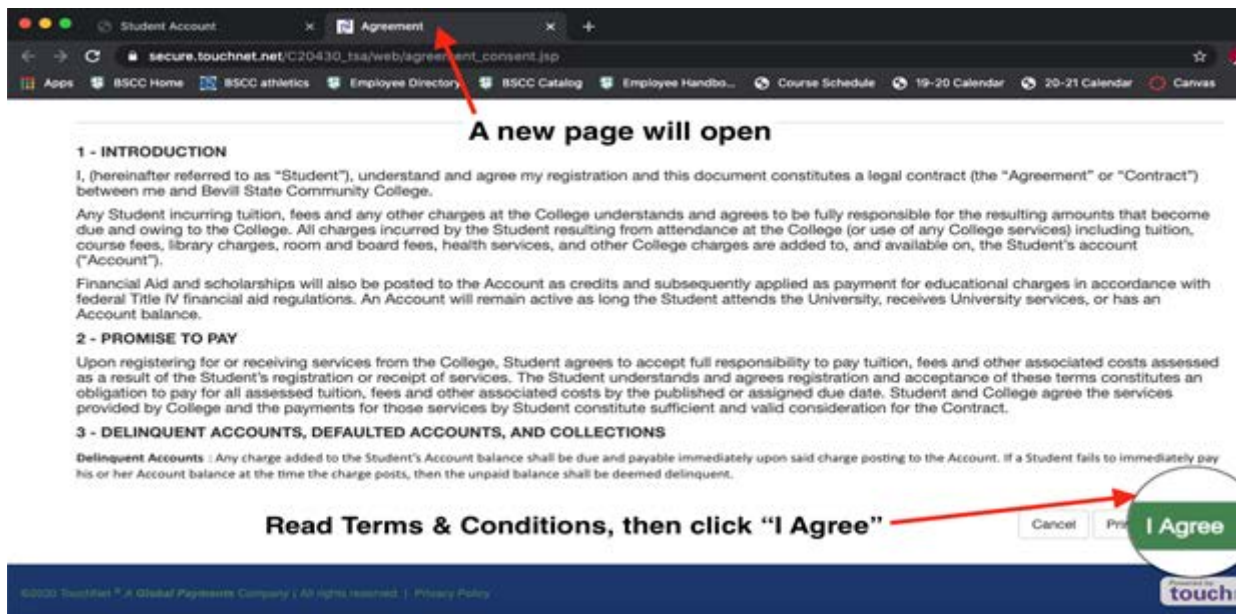
The screenshot shows the Bevill State Community College OneACCS student portal home page with the 'Student' tab selected. The 'Student' tab is highlighted with a red box. Below the navigation bar is a search bar. On the right side, there are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. Below the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

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.”**

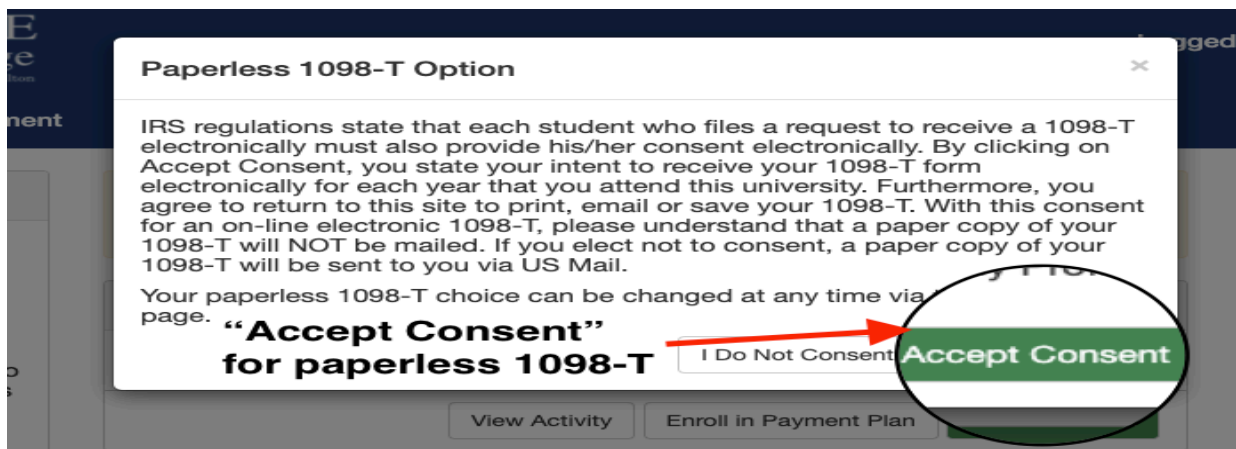


The screenshot shows the Student Services Landing Page. At the top, it says 'Student Services'. Below that is a profile icon and a paragraph: 'This is the entry page for Banner Student. From here, you can navigate to the following pages depending on your role at Bevill State Community College:'. Below this are three 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, and Statement and Payment History. The link 'Make Payments, Deposits, and Payment Plans' is highlighted with a red box.

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.

The image shows two screenshots of a payment interface. The top screenshot is for a 'Credit or Debit Card' payment. It shows a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' is \$1.00 and the 'Method' is 'Credit or Debit Card'. Below this is the 'Account Information' section with a red asterisk indicating required fields. A 'Card number' field is present. At the bottom right are 'Back', 'Cancel', and 'Continue' buttons.

The bottom screenshot is for an 'Electronic Check (checking/savings)' payment. It also shows the same progress bar. The 'Amount' is \$1.00 and the 'Method' is 'Electronic Check (checking/savings)'. Below this is the 'Account Information' section with a red asterisk indicating required fields. A yellow box contains instructions: '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.' Below this are fields for 'Name on account', 'Account type' (a dropdown menu), 'Routing number: (Example)', 'Bank account number', and 'Confirm account number'. To the right is the 'Option to Save' section with a checkbox 'Save this payment method for future use' and a 'Save payment method as:' field. Below that is the 'Refund Options' section with a note: 'A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.' and a 'Send Code' button. At the bottom right are 'Back', 'Cancel', and 'Continue' buttons.

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