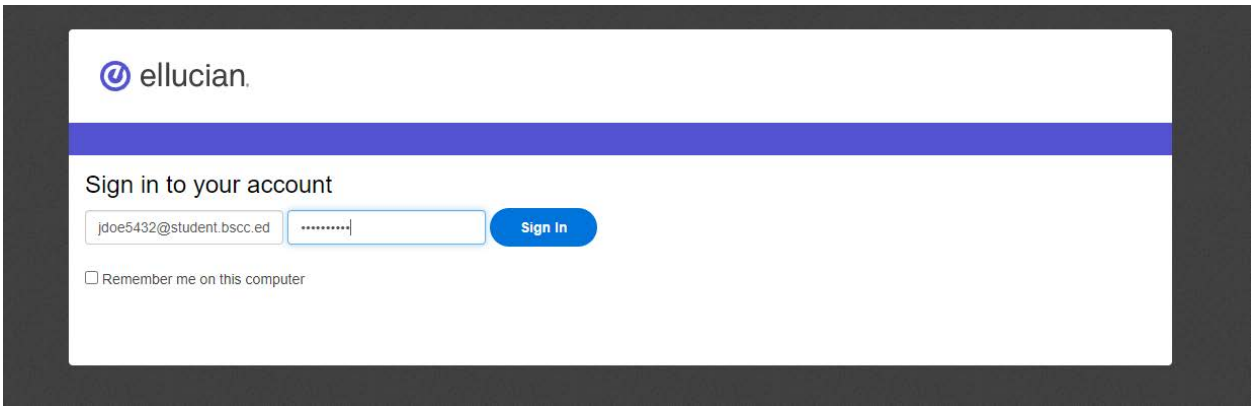
How to Pay your Balance through OneACCS

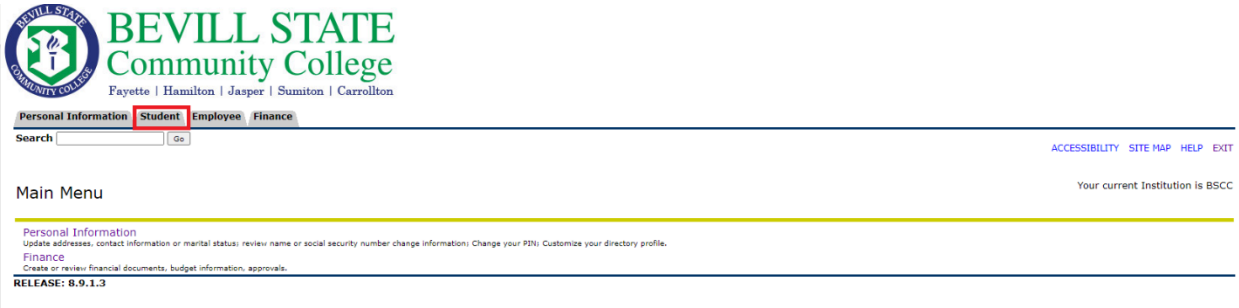
Step 1: Go to www.bscc.edu and **click "OneACCS"** at the top right, next to "LIVE CHAT"

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

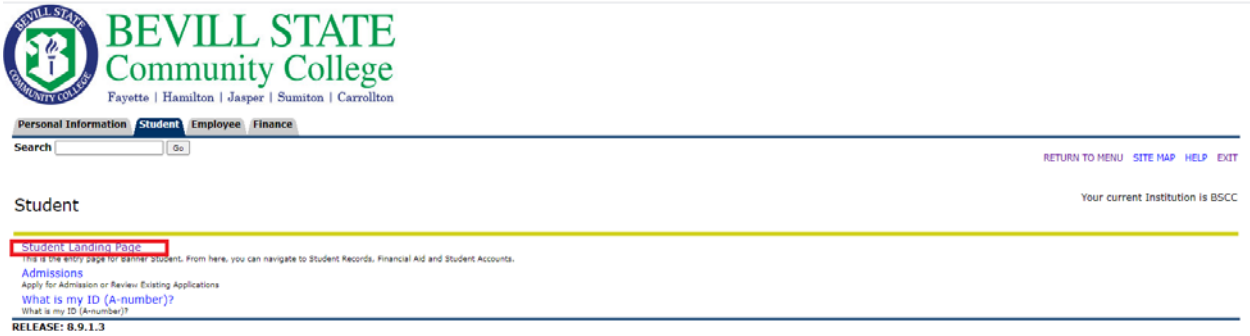
- Janice Doe, whose A-number is A08765432, and whose date of birth is 11/25/2001.
- Username: First initial (j) + full last name (doe) + last four digits of A-number (5432) followed by @student.bscc.edu
  - SAMPLE USERNAME: **jdoe5432@student.bscc.edu**
- Password: "BSCC" (all caps) + 6-digit DOB (112501)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



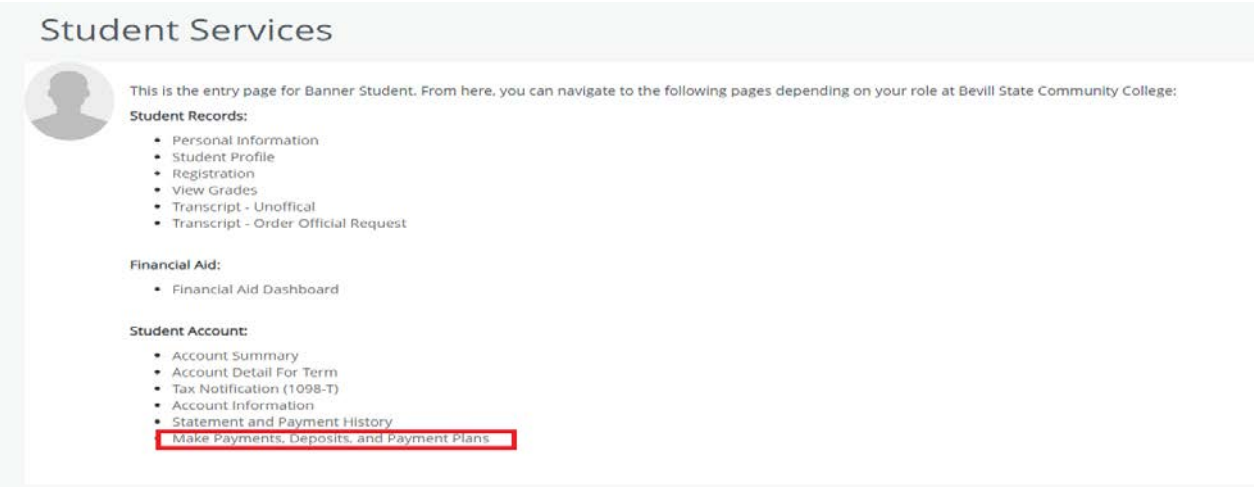
Step 3: You are now directed to the OneACCS student portal home page. **Click on the "Student" tab.**



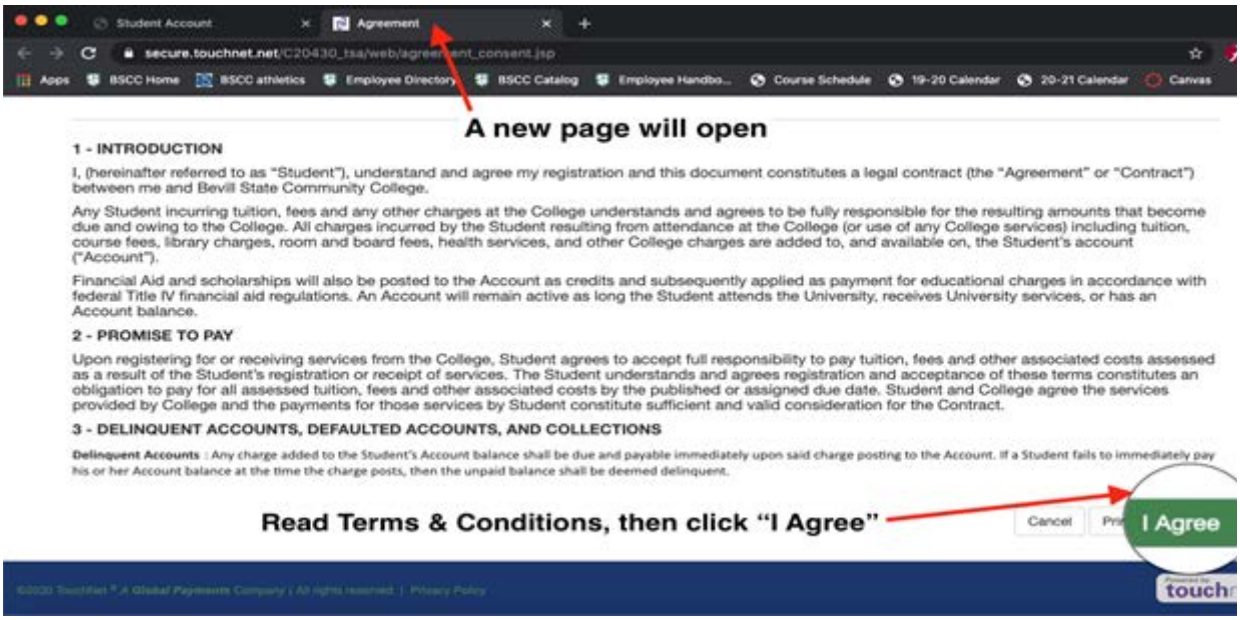
Step 4: Several options will appear under the student tab. **Click on "Student Landing Page".**



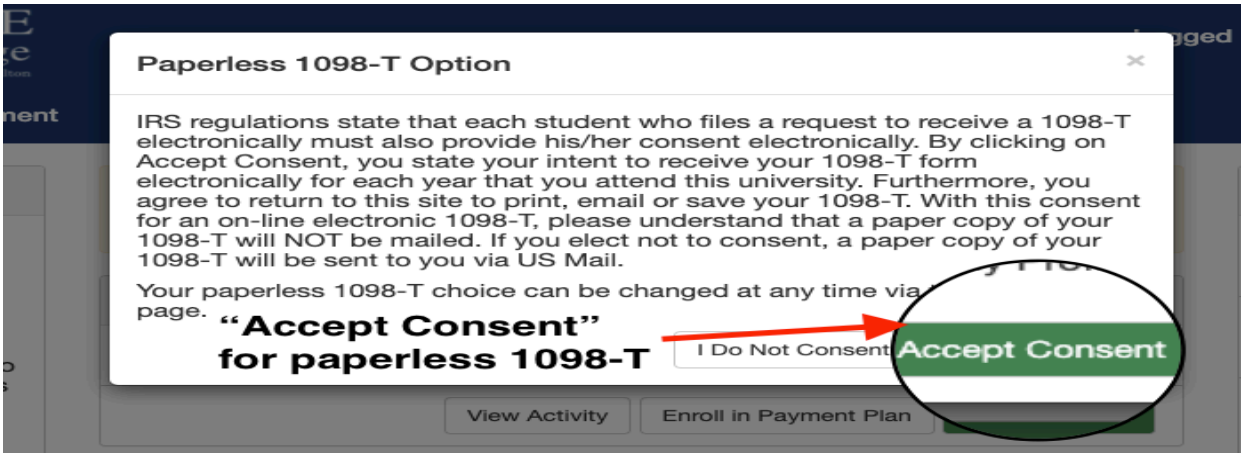
Step 5: You will be redirected to the Student Services Landing Page. **Under the "Student Account" section, click on "Make Payments, Deposits, and Payment Plans."**



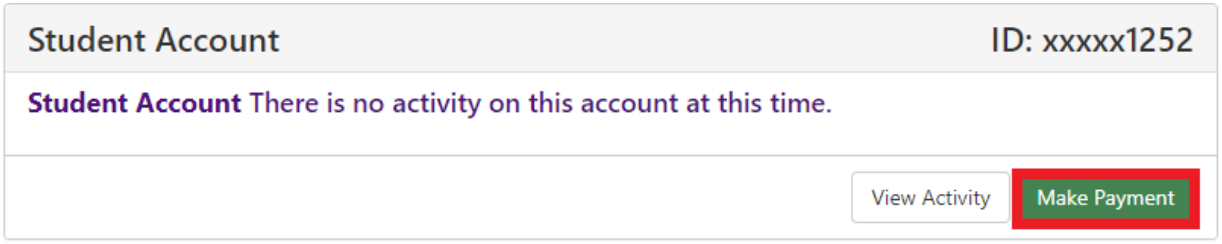
<u>Step 6:</u> Another browser tab/page will then populate, which takes you to the system's integrated payment platform, "TouchNet". If this is your first time logging into TouchNet, you will have two pop up notifications. On the first, you will be asked to read and agree to the Terms and Conditions.



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

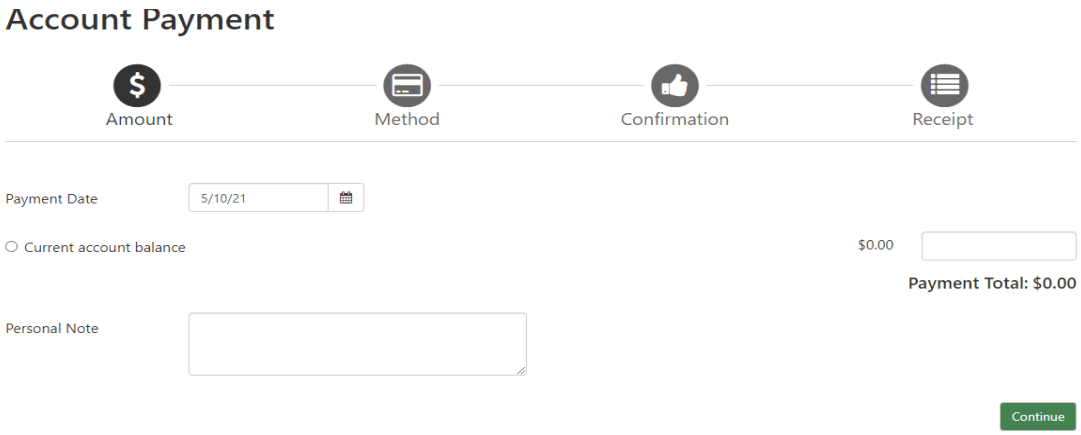


Step 7: Your TouchNet dashboard will appear now. From here, you will see several options for paying your account balance, as well as options for adding authorized users, adding payment profiles/methods, and much more. **Click the "Make Payment" button to continue.**



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

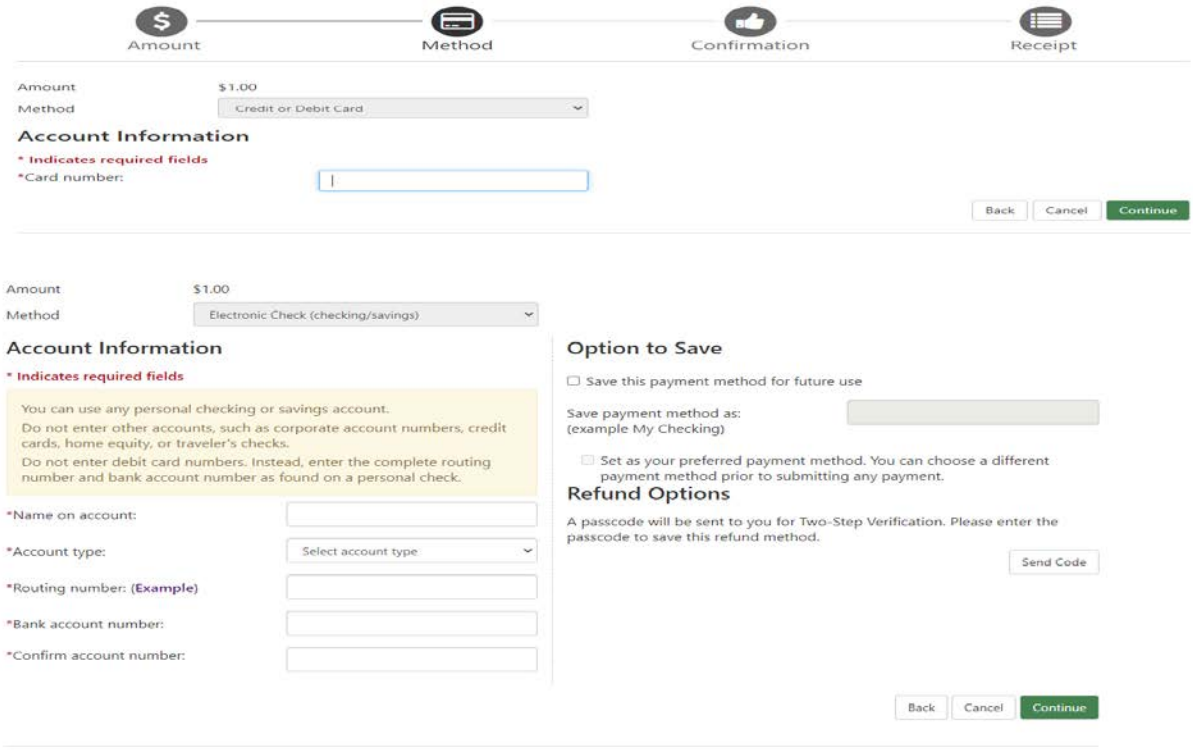
Enter payment date. To pay the total balance click the "Current account balance" circle. To pay an amount other than what your current total is, enter the amount in the box provided. Click "Continue".



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.



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