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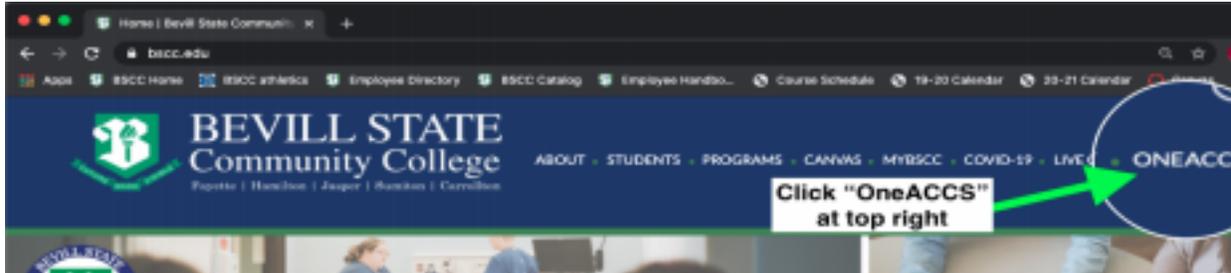
Step 2: Log into OneACCS using credentials based on this example:

· 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 4 digits of A-number (5432) followed by @student.bscc.edu

o SAMPLE USERNAME: **jdoe5432@student.bscc.edu**

· Password: "BSCC" (all caps) + 6-digit DOB (112501)

o SAMPLE PASSWORD: **BSCC112501**
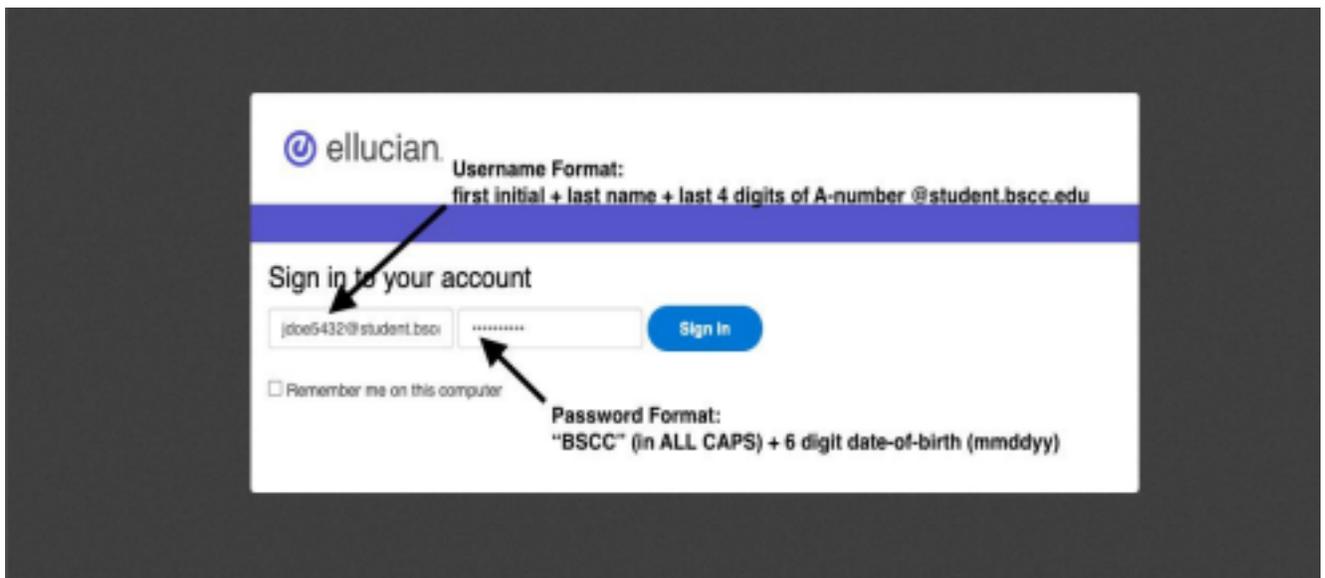
Step 3: You are now directed to the OneACCS student portal home page. **Click the "Student" tab**.
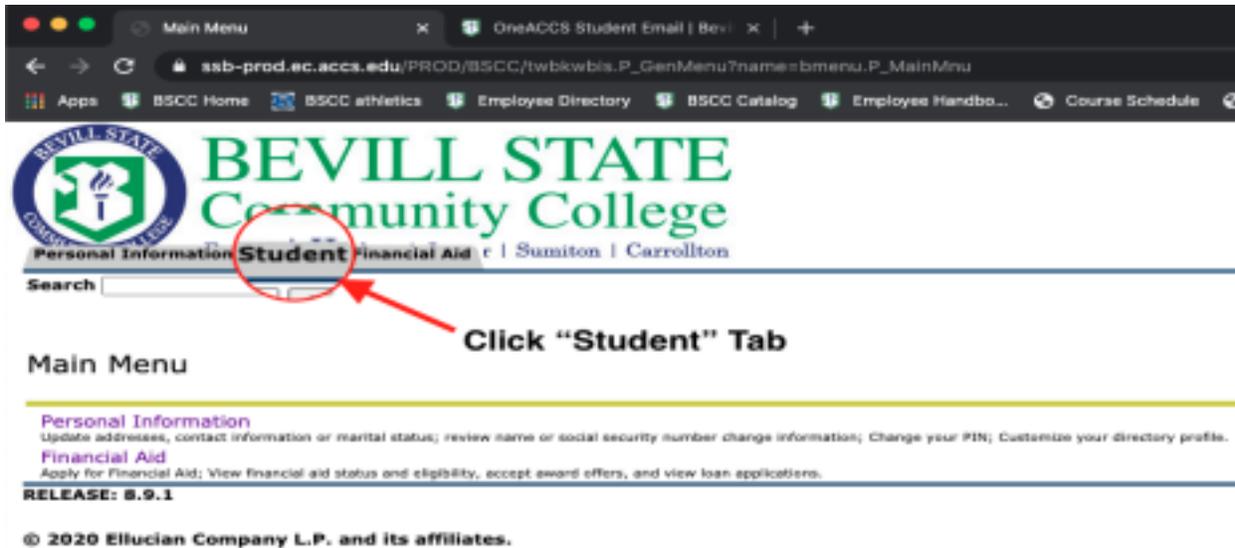
Step 4: Several options will appear under the student tab. **Click "Student Account"**
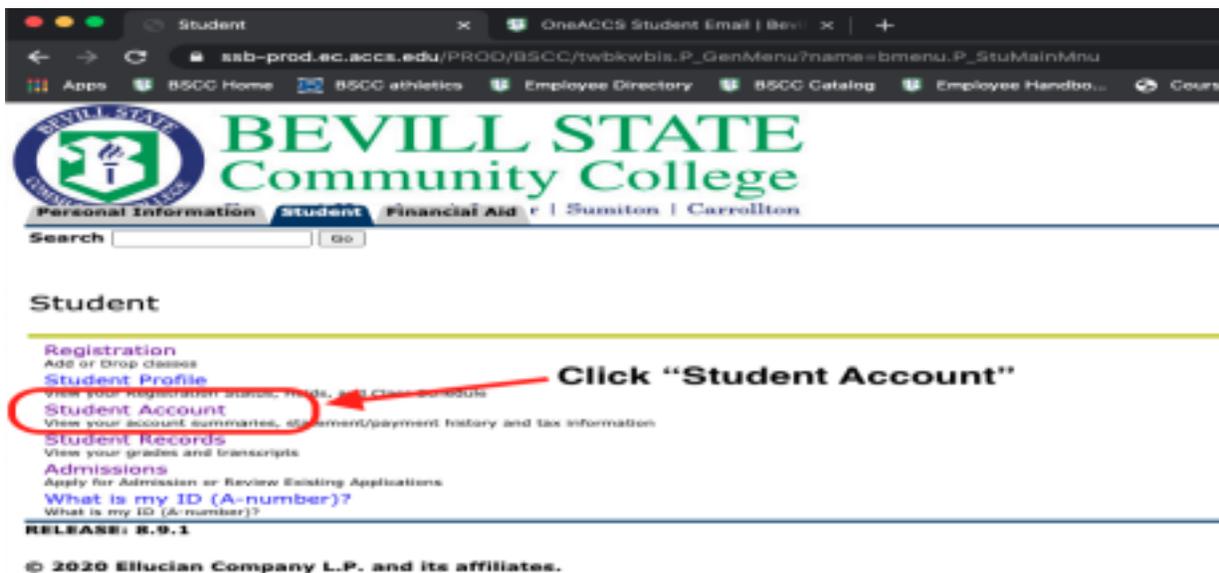
Step 5: From the student account menu, **click "Touchnet Bill + Payments"**.

Step 6: Another browser tab/page will then populate, which takes you to the system's integrated payment platform, "TouchNet." Read through the terms & conditions and **click "I Agree"** at the bottom right.
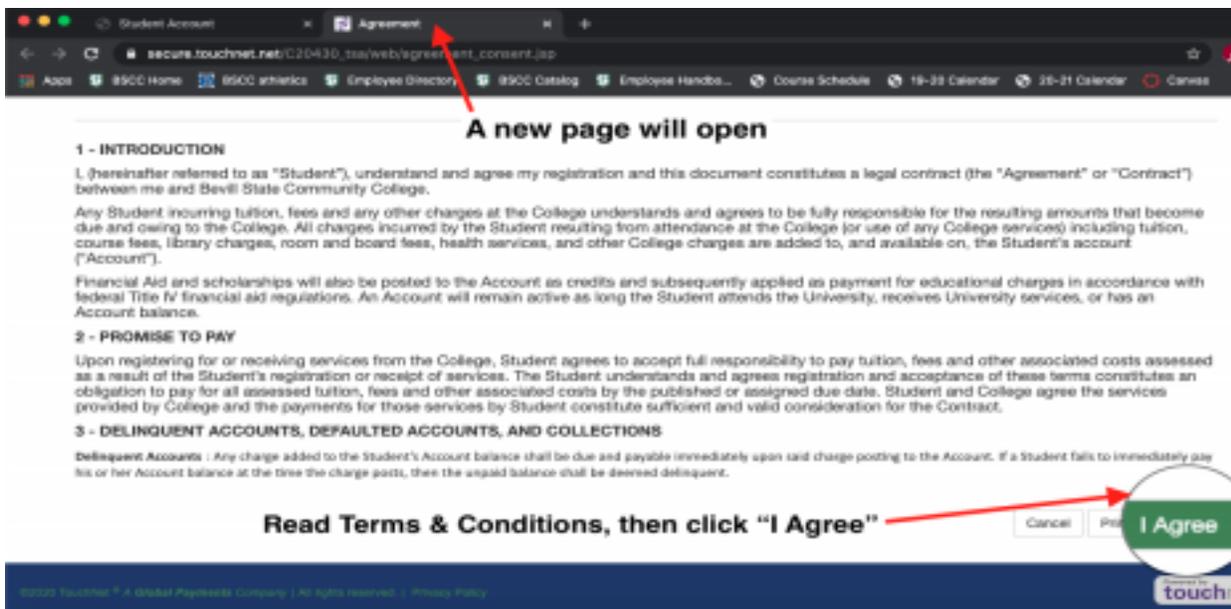
Step 7: Students are issued 1098-T forms each year for tax filing purposes. **Click "Accept Consent"** if you wish to receive an electronic copy of your 1098-T.
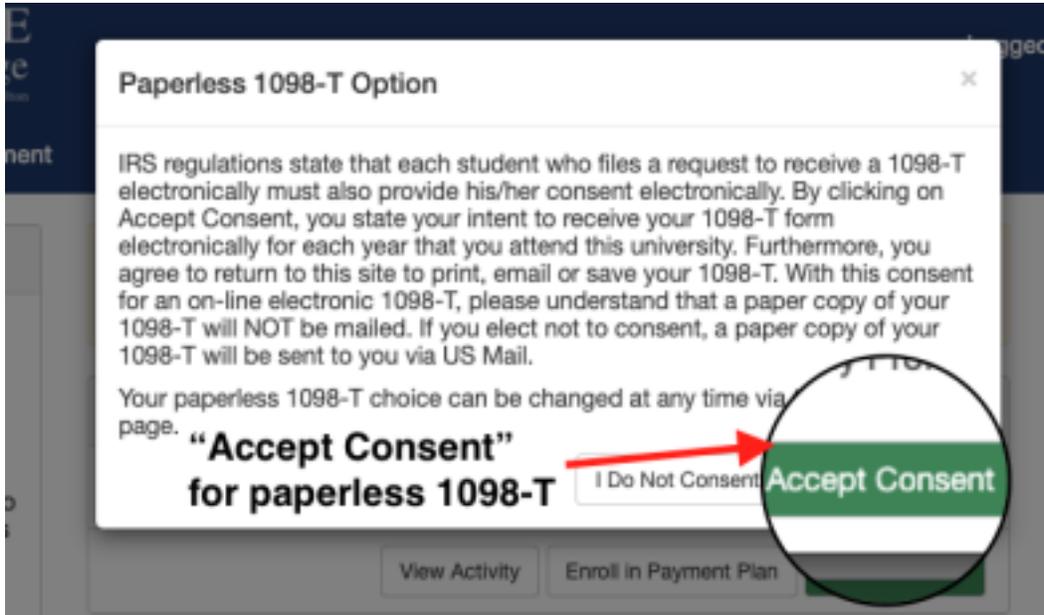
Step 8: Your TouchNet dashboard will appear now. From here, you will see several options for paying your account balance, as well as several options for adding authorized users, adding payment profiles/methods, and much more. **Click "Make Payment"** to continue.
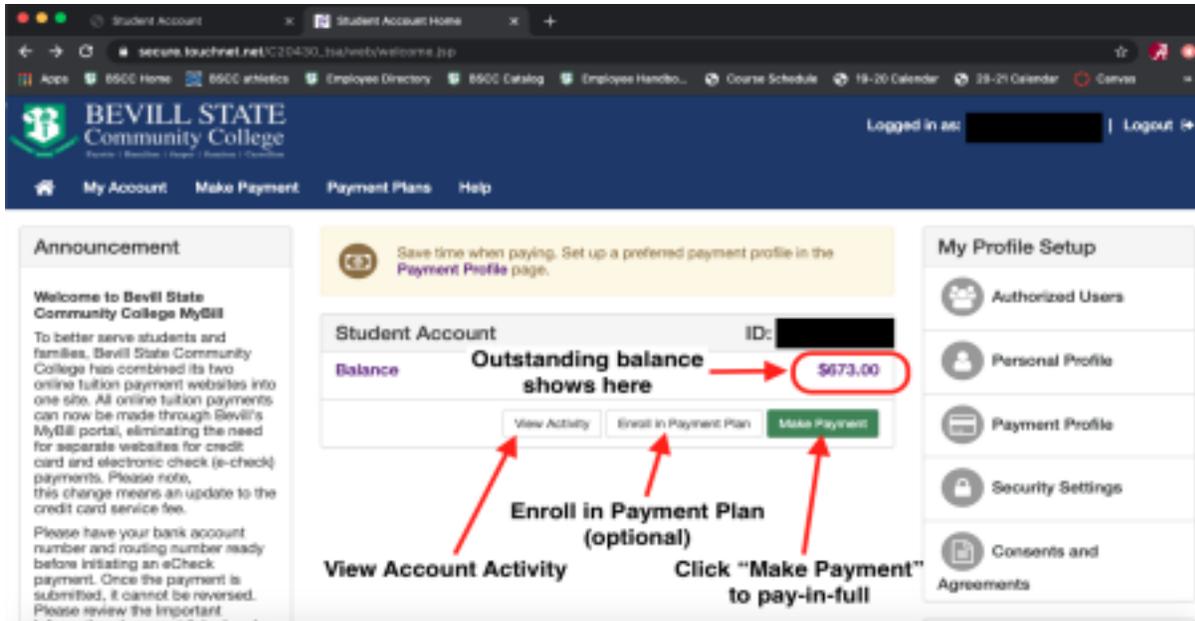
Step 9: Begin process of entering payment information, and work through steps to complete payment

If you have issues with completing your online payment, or issues with TouchNet, call our **Accounts Payable Department** at **800-648-3271 x5455**.

Our Campus Business Offices are open **BY APPOINTMENT ONLY** for **CASH or CHECK payments ONLY**.

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