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"



<u>Step 2:</u> 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

SAMPLE USERNAME: jdoe5432@student.bscc.edu

- Password: "BSCC" (all caps) + 6-digit DOB (112501)
 - SAMPLE PASSWORD: <u>BSCC112501</u>

ellucian. Username Format:
Sign in to your account
Password Format: "BSCC" (in ALL CAPS) + 6 digit date-of-birth (mmddyy)

<u>Step 3:</u> You are now directed to the OneACCS student portal home page. <u>Click the</u> <u>"Student" tab</u>.



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Step 4: Several options will appear under the student tab. Click "Student Account"

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What is m	y ID (A-number)?	nber)?			

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<u>Step 5</u>: From the student account menu, <u>click "Touchnet Bill + Payments"</u>.

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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.



<u>Step 7:</u> Students are issued 1098-T forms each year for tax filing purposes. <u>**Click "Accept**</u> **<u>Consent"</u>** 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.



<u>Step 9</u>: Begin process of entering payment information, and work through steps to complete payment

*	Ny Account	Make Payment	Payment Plane	Help					My Profile
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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 **<u>BY APPOINTMENT ONLY</u>** for **<u>CASH or CHECK payments ONLY</u>**.

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