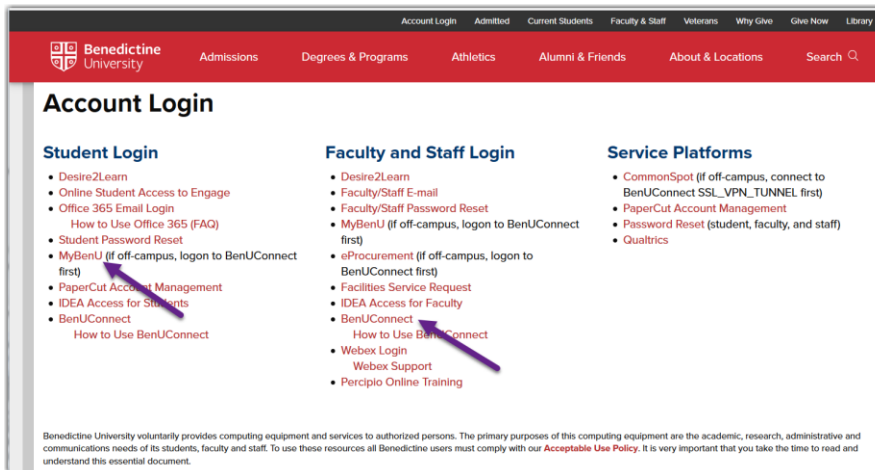
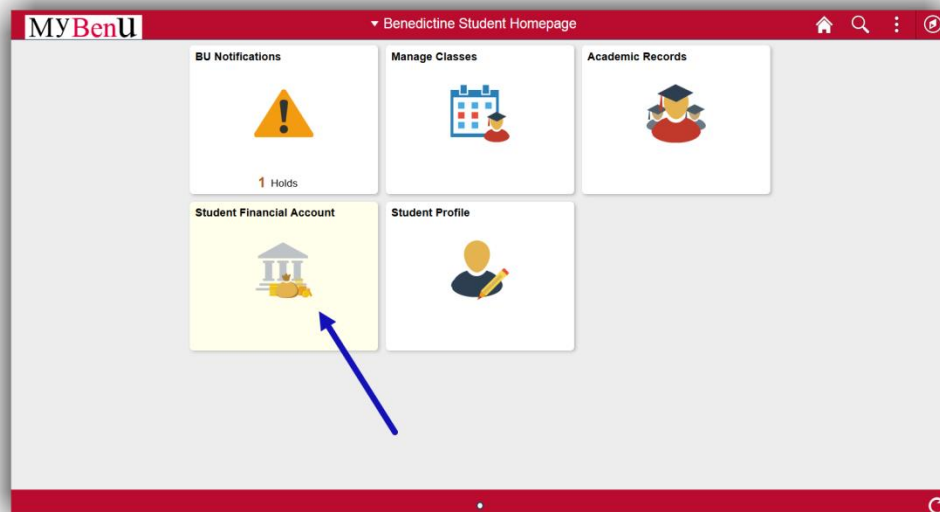


How to Make a Payment

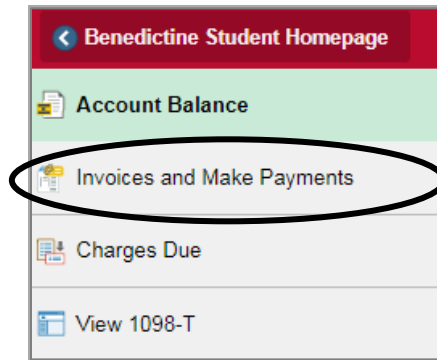
1. Go to the University website at <https://www.ben.edu/accountlogin.cfm> to login to MyBenU.



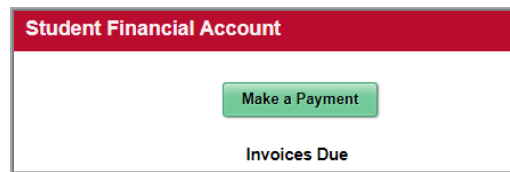
2. If on-campus, click on MyBenU and login using your network username and password.
3. If off-campus, click on BenUConnect and login to BenUConnect using your network user name and password. Then click on MyBenU and login using your network username and password.
4. Click on the **Student Financial Account** tile.



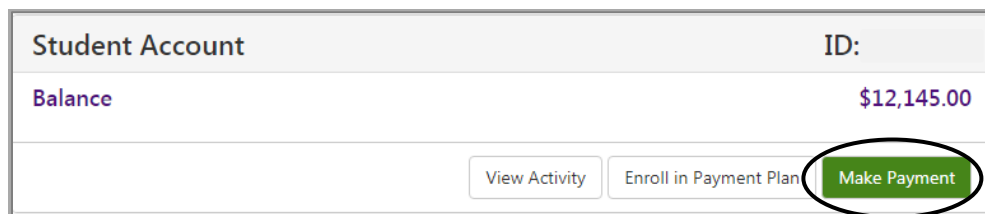
5. Click on **Invoices and Make Payments** from the menu.



6. Click on the **Make a Payment** button at the top of the screen.



7. You'll be re-directed to the payment options website – TouchNet. (If you are not redirected, try clearing your cache, cookies, and/or browser, try a different browser, or disable your pop-up blocker).
8. To make a payment from this page click on **Make Payment** button, you will automatically be taken to an **Account Payment** page.



9. You can now select payment options for your current, past, or future amount due by checking on the corresponding boxes per term.

Account Payment

Amount Method Confirmation Receipt

Payment Date: 9/26/19

Future amount due \$0.00

Pay by term

Fall 2019 \$12,145.00

Fall 2018 \$100.00

Spring 2018 -\$100.00

Payment Total: \$0.00

Memo:

[Continue](#)

10. Click **Continue** and a payment options page will load for you to enter in the method of payment.

11. Follow the prompts to make your payment and log out when it is completed.

12. You will receive a receipt via your Benedictine University student e-mail.