

**NOTE:** Rent is charged on the 1<sup>st</sup> of each month. If you need to pay before rent is charged, you can pay at the cashier window at SFS Front Desk. (*Cash or check payments only.*)

- Login to [TouchNet](#) using your AU login & password.
  - Authorized Users login from the [Authorized User](#) portal
- Select **Make Payment**
- Select **Pay By Term**

The screenshot shows the 'Account Payment' interface. At the top, there are four steps: Amount, Method, Confirmation, and Receipt. Below this, the 'Payment Date' is set to 12/16/21. A large blue arrow points down to the 'Select Payment Option' section. Two options are visible: 'Current Account Balance' with a value of \$344.00 and 'Pay By Term' with the instruction 'Select which semester terms to pay'. At the bottom right, the 'Payment Total' is \$0.00 and there is a 'Continue' button.

- Look for “**University Apartments**” next to the payment amount box. If you don’t see University Apartments, you’re not paying housing.

This screenshot shows the 'Pay By Term' section expanded. The 'Pay By Term' option is selected. Below it, there are two rows of payment terms: 'University Apartments December 2021 | -\$820.00' and 'Fall 2021 | \$29.46'. Each row has a dollar sign icon and a '0.00' value. A red circle highlights the 'University Apartments' entry. At the bottom, the 'Payment Total' is \$0.00 and there is a 'Continue' button.

- Click Continue
- Select **Method**
  - Have a US bank account? **Pay by electronic check with no charge.**
  - Credit card payments will incur a 2.85% convenience fee.
  - US bank transfers available through TransferMate and Flywire.
  - Foreign payments available through TransferMate or Flywire
    - [TransferMate](#) explained at [andrews.edu/sfs](#). Select Pay Online
    - [Flywire](#) explained at [andrews.edu/sfs](#). Select Pay Online
- Click Continue

- Enter account information
- Would you like to save this payment method for future use?
  - Check save and name method (checking, credit card, Mom's MC, etc)
- Refund Options
  - Complete the two step verification process to save this account for refunding purposes.
- Click Continue
- Read and accept Terms & Conditions
- Print receipt if desired.
- Log out
- Complete list and comparison of [Payment Options](#) available at [andrews.edu/sfs](http://andrews.edu/sfs).