Benedictine College partners with TouchNet, a leading provider of online software for student tuition billing, payments and electronic refunds. Online bill pay gives you and your parents 24/7 access to view and pay your bill, with real-time updates.

**EASY** Gain immediate access to your current bill, your current account balance, and unbilled student activity. You are only a couple clicks away from viewing your bill and making a payment. And it’s easy to give your parents access too!

**SECURE** Pay online using a credit card or electronic check knowing your information is secure using industry standard protection.

**CONVENIENT** Want to know when a new statement is available? Check your email. Want to make a payment during a study break at the library? No problem. Access your student bill through a web browser on your SmartPhone, tablet or laptop, anywhere, anytime.

**FAST** Scrambling to meet payment deadlines is a thing of the past. Payments made through our eBill system will update your student account in real-time.

Parents: your Benedictine College student can give you direct access to the secure TouchNet software by setting you up as an Authorized User. See instructions on page 3.
1. **LOG IN TO THE RAVENZONE**
   All students were issued a username and password to access the RavenZone.

2. **CLICK ‘VIEW AND PAY MY ACCOUNT’ IN THE MIDDLE OF THE PAGE**

3. **GIVE YOUR COMPUTER A MINUTE**
   to load the access to TouchNet’s secure website.

4. **CLICK ‘I AGREE’ ON THE ELECTRONIC AUTHORIZATION TO PROCEED**

5. **NOW, THE STUDENT IS IN TOUCHNET,**
   which allows him/her to View Account Activity, Make a Payment, enroll in Electronic Refunds (eRefund), enroll in a semester Payment Plan, etc.

**Note:** Students must ‘X’ out of the **ENTIRE** internet browser—not just the current tab—in order to successfully log out of TouchNet as well as their RavenZone account.
An Authorized User can be anyone the student wants to give permission to see his or her student bill, payments on account, etc. It can be a parent, grandparent, anyone who helps the student understand his/her financial situation at Benedictine College.

1. LOG IN TO THE RAVENZONE
   After the student has logged in to the RavenZone and selected ‘View and Pay my Account,’ the student is directed to TouchNet’s secure website. Click ‘Authorized Users.’

2. TYPE IN THE EMAIL ADDRESS
   of the person the student wants to receive notification of his or her tuition billing information from Benedictine College. Please read both questions, answer accordingly, and click ‘Continue.’

3. ON THE NEXT SCREEN, PLEASE READ THE AGREEMENT,
   check the box labeled ‘I Agree’ and ‘Continue’ (Print agreement for your records if a hard copy is desired).

4. THIS SCREEN SHOWS THE STUDENT HAS SUCCESSFULLY SET UP AN AUTHORIZED USER, and an email notification will be sent to the email address the student input for the Authorized User. Note that the student may add more than one Authorized User.
5A. THE AUTHORIZED USERS WILL RECEIVE TWO EMAILS, similar to the following. The first email has the Authorized User’s username. Be sure to save this email with the direct link to the TouchNet secure third party website. An Authorized User can only access the student’s billing account through this link.

5B. THE SECOND EMAIL HAS A TEMPORARY PASSWORD FOR THE AUTHORIZED USER. Each Authorized User will have to change it when he/she first logs in.

The Office of Student Billing is always ready to help in this exciting transition. Please call, email, or stop by St. Benedict Hall, room 323 on the third floor, if you have any questions.

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