Student: Making a Payment

1. Go to go.umkc.edu/Pathway.

2. Type in your UMKC SSO ID (this is the part of your UMKC email before the @ symbol) and password and click “Sign In.”

   Note: If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will have another menu option, “Self-Service”.

3. Click on Self Service, then Student Center. Scroll down to the “Finances” section of the Student Center page. Click on the Log Into TouchNet link in the middle of the Finances section.

   Note: Pop-up Blockers must be disabled at this step.

4. You will be directed to a UM System site and will need to re-enter your UMKC SSO ID and password in order to authenticate into the TouchNet system.

5. Once authenticated, the TouchNet site will appear. You will be able to see your total balance on the Welcome screen and any current statements will appear on the bottom of the Welcome screen. If you know how much you want to pay, click on Make Payment or use the Express Pay box. If you are wanting to make a minimum payment, but unsure of the amount, click on View Statements to see your most recent bill.
6. If you click on Make a Payment or use the Express Pay box, the system will immediately take you to the Account Payment process. First, select the date you would like the payment to be initiated. Keep in mind that this MUST occur prior to the payment due date in order to avoid late fees. Then, type in the amount you wish to pay. The default is the total current balance, but you may modify that in order to reflect the amount you actually would like to pay. Click Continue.

7. If you have set up a Payment Profile, the payment method will default to your preferred method. If you would like to use a different Payment Method, click on Change Payment Method. If no profile is set up, you can enter the payment account details and save for future use. Please note that neither the Cashiers Office nor an authorized user can access the details of your preferred payment method. If you are paying via eCheck, once this page is complete, click on Submit Payment and you will receive confirmation.
8. If you are paying via credit card, you will need to Change Payment Method and click on Credit Card via PayPath. Please note that credit card payments do incur a non-refundable service fee of 2.85% with a minimum charge of $3.00. Click Continue and the confirmation screen will allow you to “Continue to Paypath” – PayPath will open in a new window.
9. Enter the Student Date of Birth and Last Name and click Continue. A confirmation will appear and you will need to Continue through that as well.
10. Enter the Credit Card details and billing information.

11. Review the payment transaction and agree to the terms and conditions. Please note the PayPath Payment Service Fee amount will show on this page. Click on the Submit Payment button.