

How to Pay your Balance through OneACCS

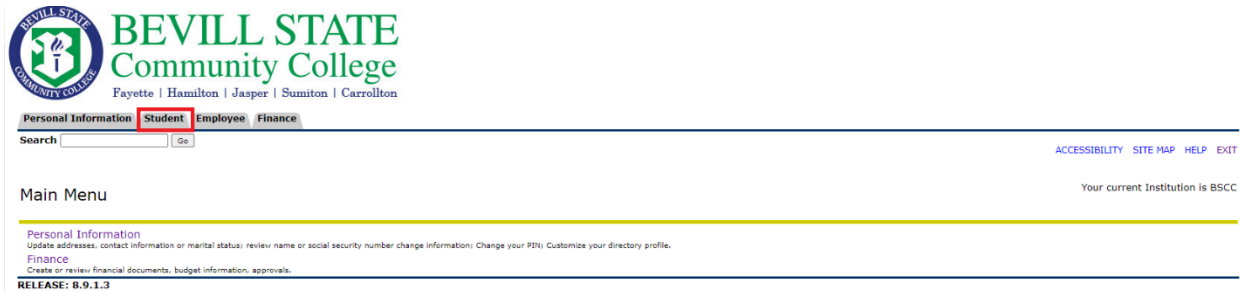
Step 1: Go to www.bscc.edu and **click “OneACCS”** at the top right, next to “LIVE CHAT”



Step 2: 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 four 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: **BSCC112501**

Step 3: You are now directed to the OneACCS student portal home page. **Click on the “Student” tab.**



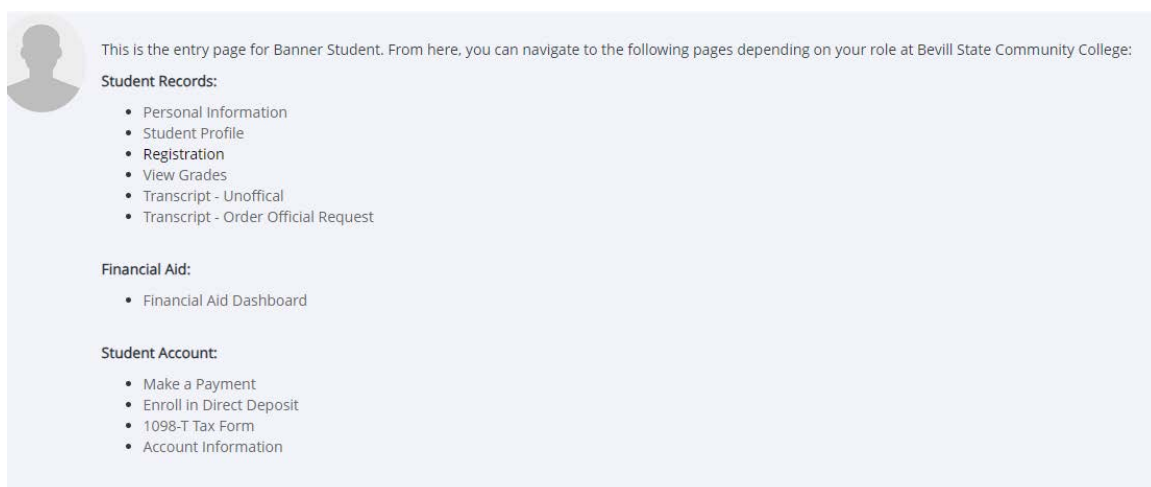
The screenshot shows the Bevill State Community College OneACCS student portal. At the top left is the college logo and name. Below it are navigation tabs: Personal Information, Student (highlighted in red), Employee, and Finance. A search bar is located below the tabs. On the right side, there are links for Accessibility, Site Map, Help, and Exit. Below the navigation bar is a 'Main Menu' section with links for Personal Information, Finance, and a release version of 8.9.1.3. The text 'Your current Institution is BSCC' is visible in the top right corner.

Step 4: Several options will appear under the student tab. **Click on “Student Landing Page”.**



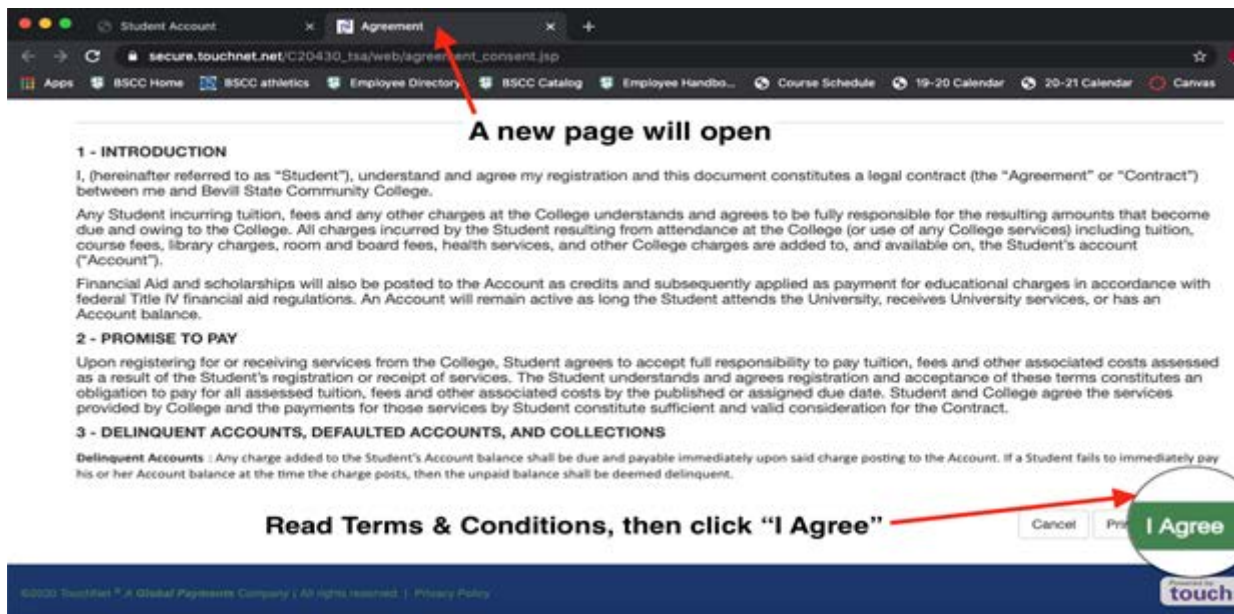
This screenshot shows the 'Student' section of the portal. The 'Student' tab is selected. Below the navigation bar, there is a 'Student Landing Page' link highlighted in red. Other links include Admissions, What is my ID (A-number)?, and What is my ID (A-number)? (repeated). The release version 8.9.1.3 is also visible. The text 'Your current Institution is BSCC' is present in the top right corner.

Step 5: You will be redirected to the Student Services Landing Page. **Under the “Student Account” section, click on “Make a Payment.”**

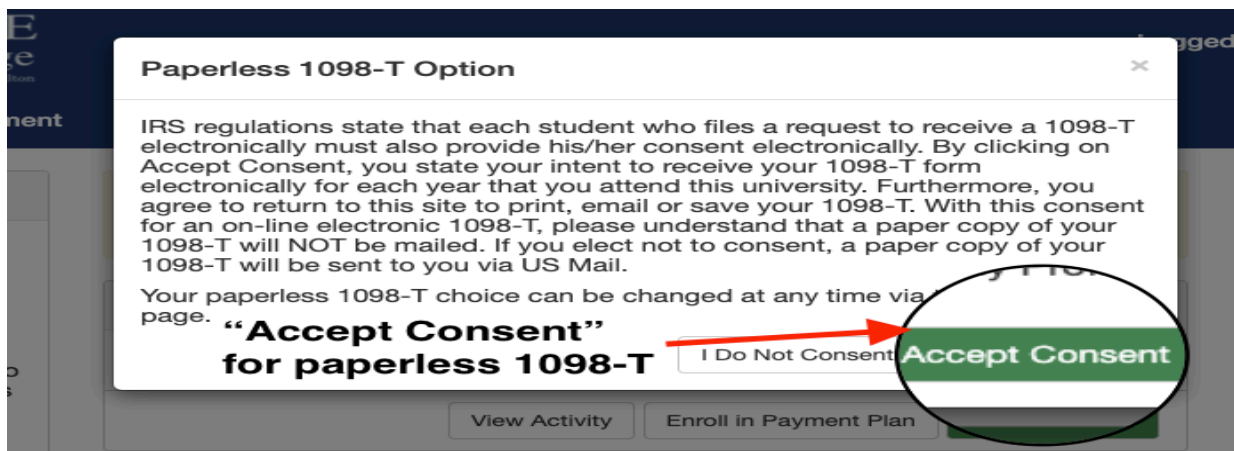


The screenshot displays the Student Services Landing Page. It features a profile icon on the left and a main heading: 'This is the entry page for Banner Student. From here, you can navigate to the following pages depending on your role at Bevill State Community College:'. Below this, there are three sections: 'Student Records' with links to Personal Information, Student Profile, Registration, View Grades, Transcript - Unofficial, and Transcript - Order Official Request; 'Financial Aid' with a link to Financial Aid Dashboard; and 'Student Account' with links to Make a Payment (highlighted in red), Enroll in Direct Deposit, 1098-T Tax Form, and Account Information.

Step 6: Another browser tab/page will then populate, which takes you to the system’s integrated payment platform, “TouchNet”. If this is your first time logging into TouchNet, you will have two pop up notifications. On the first, you will be asked to read and agree to the Terms and Conditions.



On the second, you will be asked if you would like to receive your tax forms (1098-T) electronically. **Click “Accept Consent”** if you wish to receive an electronic copy of your 1098-T.



Step 7: Your TouchNet dashboard will appear now. From here, you will see several options for paying your account balance, as well as options for adding authorized users, adding payment profiles/methods, and much more. **Click the “Make Payment” button to continue.**

Student Account	ID: xxxxxx1252
Student Account There is no activity on this account at this time.	
View Activity	Make Payment

Step 8: Begin process of entering payment information, and work through steps to complete payment.

Enter payment date. To pay the total balance click the “Current account balance” circle. To pay an amount other than what your current total is, enter the amount in the box provided. Click “Continue”.

Account Payment

Amount Method Confirmation Receipt

Payment Date

Current account balance \$0.00

Payment Total: \$0.00

Personal Note

[Continue](#)

Step 9: Enter payment method.

You may pay either by credit or debit card or by electronic check. Electronic check is a payment made using a checking or

savings account.

Amount: \$1.00
Method: Credit or Debit Card

Account Information
* Indicates required fields
* Card number:

Back Cancel Continue

Amount: \$1.00
Method: Electronic Check (checking/savings)

Account Information
* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Name on account:
*Account type: Select account type
*Routing number: (Example)
*Bank account number:
*Confirm account number:

Option to Save
 Save this payment method for future use
Save payment method as:
(example My Checking)
 Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Refund Options
A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.
 Send Code

Back Cancel Continue

If you have issues with completing your online payment, or issues with TouchNet, call our one of our Campus Business Offices.

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