

How to Make a Payment or Set Up a Payment Plan

(Please use a laptop or a PC to complete this task)

The screenshot shows the Lee College website's login page. The URL is <https://www.lee.edu/logins/>. The page features a navigation menu with categories like ABOUT, ACADEMICS, ADMISSIONS & AID, COLLEGE OPERATIONS, STUDENTS, and WORKFORCE. A search bar is located in the top right. A red banner at the top right says "APPLY NOW!".

On the left, there is a "Logins" section with a yellow arrow pointing to it. Below it are links for "Logins", "Office 365 for Students", and "Student Email". A "Links" section includes "Class registration, grades, transcripts & financial services" and "LOG IN TO PAY FOR YOUR CLASSES".

The main content area contains several service tiles:

- my LC Campus**: A teal callout box points to this tile. It includes a "myLC: Log In" button and text: "Class registration, grades, transcripts & financial services. LOG IN TO PAY FOR YOUR CLASSES".
- Blackboard learn+**: Includes a "Blackboard: Log In" button and text: "Online coursework system. See important notices related to Blackboard here."
- Office 365**: Includes an "Office 365" button and text: "A suite of apps for Lee students".
- @myLC**: Includes an "Email: Log In" button and text: "Student email system".
- Navigator Alerts**: Includes an "Alerts: Log In / Opt In" button and text: "Emergency messages".
- Class Syllabi**: Includes a "Search Syllabi" button.
- Faculty Vitae**: Includes a "Search Vitae" button.

At the bottom, there are buttons for "Check or report outages" and "View status notices". A "PDF this page" button is also present.

The screenshot shows the Student Center dashboard. The title is "Student Center". The dashboard is organized into a grid of service tiles:

- MyBooks**: Document icon.
- MyPath**: myPATH logo.
- Tasks**: Warning icon, "1 Holds/Notes".
- My Schedule / Register**: Calendar icon.
- Financial Aid**: Graduation cap icon.
- Financial Account**: Bank building icon. A teal callout box points to this tile with the text "Click Financial Account".
- Academic Progress**: Pie chart showing "Incomplete 51%" and "Complete 49%", with "49% Complete" at the bottom.
- Academic Records**: Graduation cap icon.
- Profile**: Person icon.
- Resource and Advocacy Center**: SRAC logo.
- General Complaint Form**: Checkmark and X icon.
- Change My Password**: ORACLE PEOPLESOFT logo.
- First Year Experience (FYE)**: Text: "Currently no Upcoming Events or Workshops".

PLEASE MAKE SURE THAT YOU ALLOW POP-UPS AND REDIRECTS WITHIN YOUR OWN

INTERNET SETTINGS.

ANOTHER WINDOW NEEDS TO POP OPEN IN ORDER FOR THE TWO SYSTEMS TO COMMUNICATE WITH ONE ANOTHER.

****AS OF MAY 6, 2025 – TOUCHNET NOW REQUIRES A MUTLI-FACTOR AUTHENTICATION****


Step One: Creating a Multi-Factor Authentication profile to receive codes to login

Once this feature is enabled, the user will be required to create their MFA profile at the next login. Once username and password are entered, the user will be directed to a page to select from the following options:

- A. Authenticator Application- This is the most secure option and the preferred method to use. Examples are google authenticator and microsoft authenticator. These apps can be downloaded from the Apple App Store or Google Play.
- B. Text Message - A mobile phone number will be entered to receive passcodes to login.
- C. Email address - An email address will be entered to receive passcodes to login.

Step Two: Enter the passcode and select verify

Account Login



Multi-Factor Authentication

Due to updated security and compliance, multi factor authentication is required.


Enter the passcode found by way of your mobile number *****2840.

[Resend Code](#) [Verify](#)

[Cancel](#) [Continue](#)

Step Three: When the passcode is verified, select continue to access the account

Account Login



Multi-Factor Authentication

Due to updated security and compliance, multi factor authentication is required.

Enter the passcode found by way of your mobile number *****2840.

[Verify](#)

[Cancel](#) [Continue](#)

LEE COLLEGE

TouchNet Home Page
Please get familiar with all information on the page

Logged in as: Sara Barrington | Logout

My Account | My Profile | Make Payment | Payment Plans | Help

Announcement

Welcome to TouchNet, Lee College's online payment system. You can access your online payment account anytime through your myLC Campus account. Simply login to myLC Campus and click on the "Financial Account" tile and then click "Make a Payment". ***Please note that all Lee College refunds are processed through Bankmobile, so if you require a refund from Lee College for any reason, you must activate your Bankmobile account and choose a refund method.***

If you are paying a past due balance, the hold will remain on your account for 5 business days while your payment processes. If you need the hold removed immediately, you must pay with cash at the Cashier Office in Rundell Hall - Room 110.

If you have any questions, please contact the Lee College Cashier Office at businessofficehelp@lee.edu or 281-425-6321. Thank you for choosing Lee College.

Please take note of the past due policy.

Student Account

ID: [REDACTED]

Balance \$0.00

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

**Choose one:
Make a Payment
OR
Enroll in a Payment Plan.**

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements

Term Balances

Account Payment

MAKE A PAYMENT OPTION



Amount



Method



Confirmation



Receipt

Payment Date:

Pay By Term

Click 'Add' to include in the payment total.

Fall 2024 | \$612.50

\$	612.50	Add
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Add the semester(s) you are making a payment to. Once you add the amount, the "continue" button will be bright red.

Payment Total	\$0.00
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Click continue and follow prompts

Continue

Payment Plan Enrollment



Select



Schedule



Agreement

Select a term

Select the term (semester) you want to enroll into a payment plan. You will be given the options that are currently available.

Once you select the payment plan you want to enter, you will be taken to the next page. You will be able to see all of the plan details before you enter into an agreement.

All payment plans are based off the TOTAL of your tuition and fees. If you received a scholarship and financial aid AND they are POSTED to your financial account, they will be applied as payments. Please look to the right of your screen to view detailed information on payment amount and dates. Payment plans are automatic. The payment date will always be the 5th of the month. We cannot change the date.

Payment Plan Enrollment



Select



Schedule



Payment



Agreement

This plan requires scheduled payments.

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Amount: \$331.25

Method

Select Method

Back

Cancel

Continue

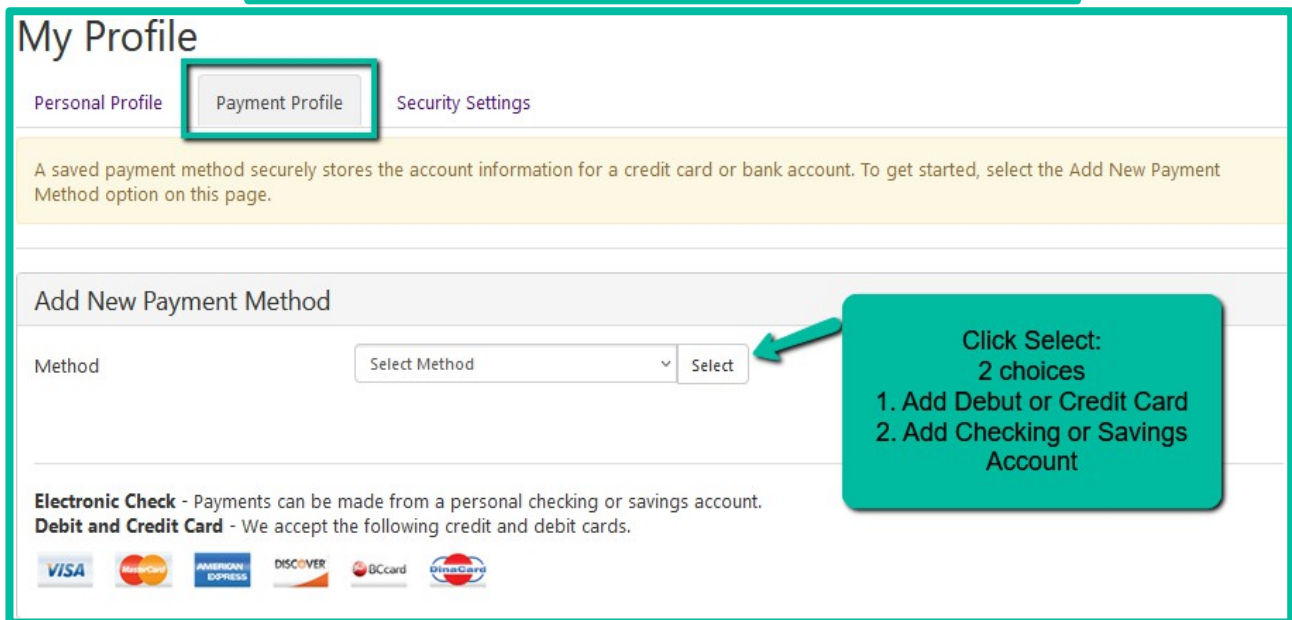
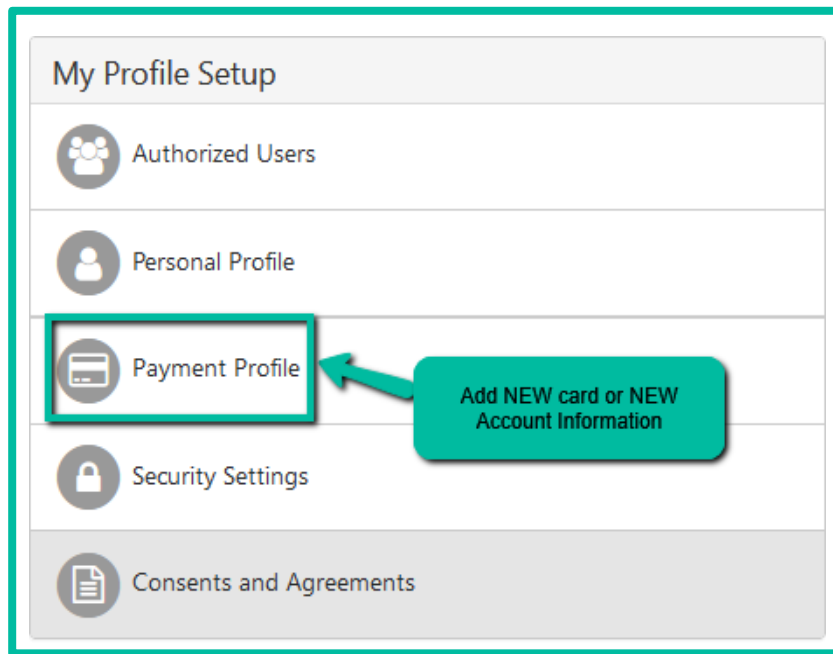
Electronic Check - Payments can be made from a personal checking or savings account.

Debit and Credit Card - We accept the following credit and debit cards.



Please follow all the prompts to complete the payment plan process.

How to Update a Payment Method on TouchNet



Enter your information as requested. You will give a nickname to this card/account to help you identify what method of payment it is. Once this method has been added, please go back to the main home page and detail into your current payment plan. Please select “update all methods” and choose the new payment method. This new method will be applied to the next installment. If you have missed an installment, please select “make next installment.” (The system will cease trying to take a payment after multiple attempts have failed.) Follow prompts and make sure that payment processes.

Once you have a new method linked to your current payment plan, then you may go back to your payment profile and delete the old payment method. You must have a card/account linked to the current payment plan before one can delete a payment method.