Fast – Easy - Convenient
Online Payment Instructions

Albany State University
POTENTIAL. REALIZED.

Online payments can only be made by current or past ASU students. Non-ASU students or agencies should contact Financial Operations at (229) 430-4610 [option 4] or (229) 420-7012 for payment assistance.

Students paying for **Housing Deposits** or **Applications for Admission** should contact those respective departments for payment assistance.

1. Go to **www.asurams.edu**
2. Roll cursor over **Quick Links** in top right corner
3. Click on **Banner**
4. Click on **Login into Secure Area**
   a. Enter **Ram ID #** (*If user does not know Ram ID#, Click on **Retrieve ID***)
   b. Enter **Banner Password** *(If user needs password reset, click on **Forgot PIN?–**If not successful, please contact ASU Helpdesk at (229) 430-4909, option 3*)
5. Click on **Login** to proceed
6. Click on **Student & Financial Aid**
7. Click on **Student Account Information**
8. Click on **Account Detail For Term**
9. Click **Submit**
10. At bottom of page, Click on **Make a Payment** to go to **Touchnet Online Payment Portal**

TOUCHNET ONLINE PAYMENT PORTAL

1. Under Students and Staff, enter **Ram ID #** and **Banner Password**, then Click on **Login** to continue
2. Click on **Make a Payment**
3. Click on **Make a Payment** again
4. Choose to pay by **Current Account Balance (even if account has zero balance)**
5. **Enter payment amount** [ ] in box on the right , then Click on **Continue**
6. Select **Payment Method** from drop down box
   - Click on **Select** to continue entering in payment information
7. Student will **receive a confirmation receipt** at end of payment process.
   Payment will post immediately to student's banner account.

[If you need assistance with the online payment process, please contact Financial Operations at (229) 430-4610 [option 4] or (229) 420-7012.]