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 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** and enter requested information*)
   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**
   - 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)**
   - ***Enter payment amount*** [ ] in box on the right
5. Click on **Continue**
6. Select **Payment Method** from drop down box
   - Click on **Select** to continue
7. Enter requested information
   - Click on **Continue**
8. Review payment Information
9. Click on **Submit Payment**
10. Student will **receive a confirmation receipt.** 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 or (229) 420-7012.]

Students making non-tuition payments (i.e. Transcripts, graduation fees, replacement Higherone Cards or Ram ID Cards) should email financialoperations@asurams.edu after payment is made and include the following information in the email:

Email Subject Line: (Your name) TOUCHNET PAYMENT

Include in email: 1) Full Name 2) Ram ID # 3) Reason for Payment 4) Payment amount 5) Contact phone number