Making an Installment Payment for Non Auto Debit Payment Plans Online

To make a installment payment for your non auto debit payment plan, log in to the Hofstra portal at **my.hofstra.edu** and follow these steps:

1. Select the **Menu Icon**. ☰ Menu
2. Under **Student Services**, select **Student Payment Center**.
3. Click on **My Payment Center**, which brings you to the **TouchNet Payment Gateway**.
4. Click on **Payment Plans** tab. Scroll down to bottom of your currently enrolled plan information, click on **Pay Next Installment**.
5. On the **Payment Plan Installment Payment** screen, confirm the installment you wish to pay and click **Continue**.
6. **Select a payment method**.
   a) If you have previously saved an electronic checking method, click on the drop down menu and click **Select**. Click **Continue** to proceed.
   b) If you are not using a saved payment method, from the drop down menu select **New Electronic Check (checking)**, personal checking only. Then click **Select** . Enter **Account and Billing Information**. Check **Option to Save** and click **Continue**.
   ** Important: Double check your routing number and account number to avoid returned checks and associated fees.
7. Review payment details, check the box to **Agree** and click **Submit Payment** to continue
8. A **Payment Receipt** will show your completed transaction.

If you have questions, you can reach your Student Financial Services counselor at
sfs@hofstra.edu or **516-463-8000**