Add or Change Payment Method on Your Account

Go to my.hofstra.edu portal:

1. Select the **Menu Icon**.
2. Under **Student Services**, select **Student Payment Center**.
3. Click **My Payment Center**, which brings you to the **TouchNet Payment Gateway**.
4. Click **Payment Profile** on the right, under **My Profile Setup**.
5. Under **Add New Payment Method**, from the drop-down menu select **New Electronic Check (checking or savings*)** or **New Credit Card via PayPath****. Then click **Select**. Enter **Account and Billing Information**. Save payment method with a new name then **Continue**.
6. Review the Agreement, select **I Agree** and click **Continue**
7. **To delete the invalid, previously saved payment method that was associated with your account. Click on the Home icon/tab and click Payment Profile.**
8. Under **Saved Payment Methods**, click the gear icon under **Action** and select **Delete** to remove the old payment method. Click **OK** to confirm.

* **Important:** Double-check your routing number and account number to avoid returned checks and associated fees. Savings accounts are accepted for web checks as long as no limitations are in place with the payer's bank. Please inquire with your bankregarding their policy before using a savings account as a web check.

****Please note:** PayPath/Heartland an independent third-party contractor charges a **non-refundable** service fee of 2.95% (minimum $3) for all domestic credit cards. For international credit cards, the service fee is 4.25%. The fee is established and charged solely by PayPath/Heartland and not by Hofstra University. The fee is paid in full to and retained by PayPath/ Heartland; the University does not receive any of this fee.

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