



## Making Payments Online

To make a payment, log in to the Hofstra portal at [my.hofstra.edu](http://my.hofstra.edu) and follow these steps:



1. Select the **Menu Icon**.
2. Under **Student Services**, select **Student Payment Center**.
3. Click on **My Payment Center**, which brings you to the **TouchNet Payment Gateway**.
4. Click **Make a Payment** on middle of page. Click **Make a Payment**.
5. If you wish to pay the entire amount due, click on the **current account balance**. Enter an amount you wish to pay if different than the current account balance. 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 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](mailto:sfs@hofstra.edu) or **516-463-8000**