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**.

* Important: Double check your routing and account number or credit card number to avoid returned checks or failed payments 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 bank regarding their policy prior to using a savings account as a web check.

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 box under **Action** and select **Delete** to remove the old payment method. Click **OK** to confirm.

**Please note**: PayPath/Heartland is a third-party vendor who charges a **non-refundable** service fee of 2.85% (minimum $3) of the amount paid via credit card.

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