



HOW TO MAKE AN ONLINE PAYMENT

- a. Go to www.cincinnati-state.edu
- b. Log into [MyCState](#)
- c. Click on [MyServices](#)
- d. Click on continue to [MyServices](#)
- e. Click on [MyServices](#) for Students
- f. Click on [Bill Payment Center](#) and you will be directed to [TouchNet](#)

Credit Cards (American Express, Discover, Mastercard, and Visa) or electronic checks (E-check) are accepted.

Please note there is a non-refundable service fee of 2.85% when using a credit card. There is no service fee when paying by eCheck. A \$20 return check fee does apply.

ADD AN AUTHORIZED USER TO YOUR ACCOUNT (PARENT OR THIRD PARTY PAYER)

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- f. Click on [Bill Payment Center](#) and you will be directed to [TouchNet](#)
- g. Under [My Profile Setup](#) click on [Authorized User](#)
- h. Click on [Add Authorized User](#) & follow instructions
 - There is no limit to the number of Authorized Users you can add.
 - The Authorized User will receive two emails from [TouchNet](#). The first email will be login information and the second will be a temporary password.
 - The student sets the limitations for the information that an Authorized User can access.
 - The student can change or delete an Authorized User at any time.

QUESTIONS ABOUT YOUR BILL?

Contact the Cashier's Office:

cashier@cincinnati-state.edu

513-569-1580 option #3

Phone Hours:

Monday - Friday: 8:00 am to 4:30 pm

Closed daily from 12:00 pm to 1:00 pm

Please note:

Office is closed to in person contact.

www.cincinnati-state.edu


Cincinnati
State