

HOW TO MAKE AN ONLINE PAYMENT

1. Go to www.cincinnati-state.edu
2. Click **CURRENT STUDENTS**
3. Choose **MyCState** from the drop down
4. Log in
5. Click **Self Service**
6. Click **Student Finance**
7. Click **TouchNet Payment Center**

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 2.95% 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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4. Log in
5. Click **Self Service**
6. Click **Student Finance**
7. Click **TouchNet Payment Center**
8. Under My Profile Setup click on **Authorized User**
9. 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@cincinnatiatstate.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

The Cashier's Office is closed to in person contact.

Please note: Visit us in the Financial Aid Office (ATLC 105)

one week prior to and the first week of each semester.

