LIU Payment Gateway
How-to Instruction Guide for Online Bill Payments
You can pay your bill online by logging into your MyLIU account at https://my.liu.edu

Your MyLIU account must be activated before you can make payments online. You can do this by clicking the Activate My Account Link in the upper right hand corner.

User ID: FirstName.LastName
Password: Password
Click Login
Once you have logged into your MyLIU account, you can make a payment directly from the Main Menu by clicking the “Pay My Bill” icon.

Click “Pay My Bill” to go directly to the MyLIU Payment Gateway.

To view your Academic, Financial, Financial Aid, Admissions, and Personal information, click on the “Student Center” link.
You can also make an online payment from the MyLIU Student Center page.

Click here to view your account activity. You can also view your account activity in the MyLIU Payment Gateway.

Click here to go to the MyLIU Payment Gateway.
In addition, you can make an online payment from the Account Summary page.

Click here to go to the MyLIU Payment Gateway.
All three of these links will bring you to the MyLIU Payment Gateway. To ensure the safety and security of your online transactions, we require that you reenter your User ID and Password. If you have authorized users to make payments on your behalf, they can reach this page directly through the following link:

https://secure.touchnet.com/C23033_tsa/web/login.jsp

User ID: FirstName.LastName (same as your MyLIU account)
Password: Password (same as your MyLIU account)

Once you establish an authorized user in the MyLIU Payment Gateway, they will receive an email containing their password. To log in, your authorized user must enter the email address that you specified along with the password received.
Once you have logged into the MyLIU Payment Gateway, you will arrive at the My Account page. Help desk support is available in the upper right corner. Be sure to look for account alerts and announcements in the left bar as these may change over time.

The “My Account” Tab allows you to view your Account Activity, Update your Profile, or Create/Modify your Authorized Users. There is also a link to Make a Payment. The “Payments” Tab allows you to Make a Payment, View Pending Payments, and view your Payment History.
The Account Activity page allows you to view up-to-date, real time transactions by term or in total by clicking the appropriate option in the drop down menu. You can also view your Estimated/Pending/Anticipated Financial Aid for an active or upcoming term. You are also provided a view of itemized charges for the term(s) selected.
The My Profiles tab allows you to view your personal information, which includes your user/student ID number, name and MyLIU email address. You also have an option to provide an alternate email address to receive payment information. You can also add a mobile phone, number, provided your carrier is listed, for text messages about recurring payments you set up. You can also view saved payment methods and either add new or edit existing saved payment methods on this tab.
The Authorized Users tab allows you to give a parent, guardians, sibling, friend, or employer the ability to make online payments on your behalf. You have the ability to choose whether an authorized user has access to your payment history and student account. If you select yes, your authorized user will also have the ability to discuss your financial account with campus personnel in the Office of Student Financial Services.

Please note that your authorized users DO NOT have access to your stored payment methods, academic records, grades, course schedules, or other personal information.
The Payments tab allows you to Make a Payment and view your current balance due based on up-to-date account activity, which includes recent payments and new charges. You can also view any pending payments you have scheduled.
The Payment History tab allows you to view your payments. You can view all account payments, or only those made online through the MyLIU Payment Gateway. You can narrow your search by selecting a specific time period, specific payer (such as an authorized user), or specific payment type.
Once you have navigated and familiarized yourself with the MyLIU Payment Gateway, you are ready to make a safe and secure online payment via check or credit card.

**STEP ONE**: Select your *Payment*. We offer students a wide range of options to ensure flexibility: Current Account Balance, Amount Due, Future Balance Due, or Payment by Term. You can also write a description of the payment type in the “Memo” section. Once you have chosen..., select Continue. Remember, you must make satisfactory payment arrangements with the Office of Student Financial Services on your campus to remain in good financial standing.
Making a Payment (continued)

STEP TWO: Select Payment Method. You can make an online payment by Check or Credit Card. Please note that you can not use a savings account to make a payment. Use the drop down box to select which payment method you would like to use. If the payment amount is not correct, click the Amount tab above to go back. Do not click back in your browser or you may be timed out of your session for online safety and security purposes.
Making an online check payment is easy, especially if you have a check with you to gather the required information. Click “view example” if you need help finding your routing number. You will need to confirm your account number for validation purposes as well. If you plan to make another payment using your checking account, select the option to “save” for faster future payment processing. Your checking account information will be stored safely and securely. Please note that it will take 2-3 days for your check payment to clear your account, so be mindful and ensure the necessary funds remain in your account until your electronic check clears your bank.
Making an online credit card payment occurs real time, provided you have the available credit when the payment is made. If you are using a debit card, be sure to check your daily limits. Click “view example” if you need help finding your CVV code. You will need to enter the cardholder billing information for validation purposes as well. If you plan to make another payment using your credit card, select the option to “save” for faster future payment processing. Your account information will be stored safely and securely.