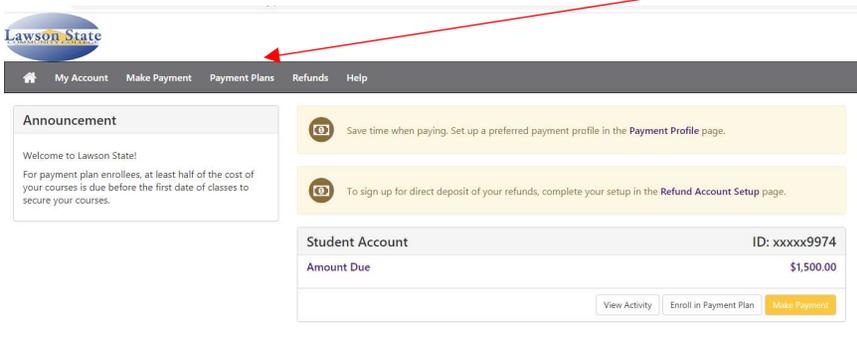


## Steps To Enroll in The Touchnet Payment Plan

- Access the Institution link: [www.lawsonstate.edu](http://www.lawsonstate.edu)
- Click on “MyLawson” at top of page
- Click on “Student Login “MyLawson”
- Follow the directions of user name and password.
- Scroll down and click on “Login”
- Enter your assigned Lawson Student ID “A” number. (Ex. [A01235678@Lawsonstate.edu](mailto:A01235678@Lawsonstate.edu))
- Enter password and click “Sign In”
- Click on “Student Account” (you are re-directed to “Touchnet” Website)

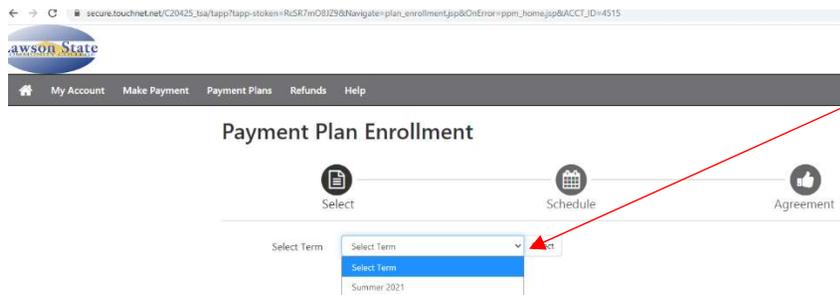
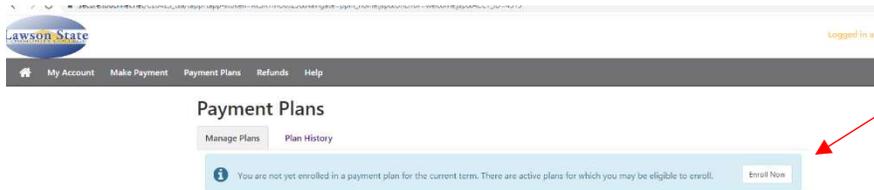
➤ Click “Payment Plans”



The screenshot shows the Lawson State MyLawson website interface. At the top left is the Lawson State logo. Below it is a navigation bar with the following items: My Account, Make Payment, Payment Plans, Refunds, and Help. A red arrow points to the 'Payment Plans' link. Below the navigation bar, there is an 'Announcement' section with a welcome message and a note about payment plan enrollment. To the right of the announcement are two informational boxes: one about saving time by setting up a preferred payment profile, and another about signing up for direct deposit of refunds. Below these is a 'Student Account' summary showing the ID as 'xxxxx9974' and the amount due as '\$1,500.00'. At the bottom of the student account section are three buttons: 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'.

# Steps To Enroll in The Touchnet Payment Plan

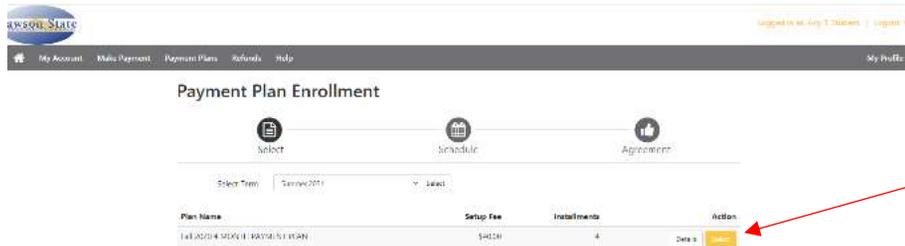
➤ Click “Enroll Now”



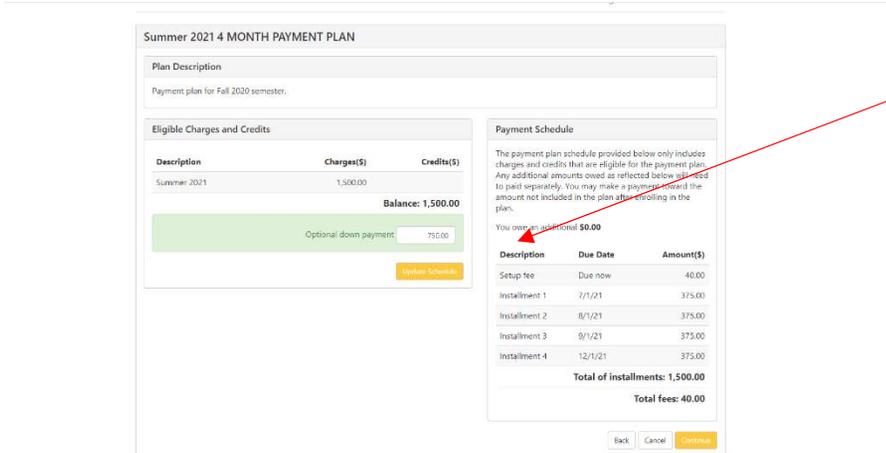
➤ Click on the drop down arrow and select the term

➤ Click on “Select”

# Steps To Enroll in The Touchnet Payment Plan



- You will see the payment plan option(s)
- Click "Select"



- Enter payment **(Note: to be considered a registered student, you must have paid at least 2 out of your 4 installments.)**
- Click "Continue"

# Steps To Enroll in The Touchnet Payment Plan

Lawson State  
My Account Make Payment Payment Plans Refunds Help

Payment Plan Enrollment

Select Schedule Payment Agreement

You must pay the plan fees before enrollment can be processed.  
You will be responsible for making installment payments on time, through this system, in person, or via mail.

Amount: \$790.00  
Method:

Back Cancel Continue

Electronic Check - Payments can be made from a personal checking or savings account.  
Debit and Credit Card - We accept the following credit and debit cards.

VISA MasterCard American Express Discover iCard

Click on the drop down arrow  
Select payment method and click "Continue"

Lawson State  
My Account Make Payment Payment Plans Refunds Help My Profile

Payment Plan Enrollment

Select Schedule Payment Agreement

You must pay the plan fees before enrollment can be processed.  
You will be responsible for making installment payments on time, through this system, in person, or via mail.

Amount: \$790.00  
Method: Credit or Debit Card

Account Information  
\* Indicates required fields  
\*Card number:

Back Cancel Continue

Electronic Check - Payments can be made from a personal checking or savings account.  
Debit and Credit Card - We accept the following credit and debit cards.

VISA MasterCard American Express Discover iCard

Enter the card number and click "Continue"  
Follow the prompt to complete transaction  
Your payment plan agreement will be emailed to your assigned Lawson State email address.