Making a Payment

To make a payment on your student bill, log in to the Student Payment Portal via the Student Business Services website at [https://www.sbs.txst.edu/](https://www.sbs.txst.edu/). If you are an outside user who has been granted access to the payment portal by your student, log in to the Authorized User Payment Portal instead.

![Student Payment Portal](image1)

Once you’re logged in to the portal, click on the “Make Payment” option on the top menu bar, or click one of the options on the green drop down menu that says “I would like to pay...” and click “Go!”.

![Payment Options](image2)
To pay a specific amount or to pay your full account balance, select “Current Account Balance” as your payment option. A textbook will appear where you can type in the exact amount you wish to pay. After typing in your payment amount, click the green “Continue” button at the bottom right.
You can also select to pay off a balance from a specific term by selecting “Pay By Term” as your payment option. Type in the exact amount you wish to pay for each semester, then click the green “Continue” button at the bottom right.

After selecting your payment option, you will then select your payment method. You can either pay with an electronic check, also known as ACH, or you can pay with a credit/debit card via PayPath, a tuition payment service. Please note that all credit/debit card transactions are charged a 2.95% non-refundable service fee.
Paying With Credit/Debit Card

When paying with credit or debit card, you will first review your payment amount. If the amount is correct, click the green “Continue to PayPath” button at the bottom right, and a new window will open to take you into the PayPath service.

By selecting the Continue to PayPath button, you are agreeing to the Terms and Conditions.

You will then see your payment amount again, as well as which terms your payment will be crediting. Click the green “Continue” button.
You will once again review your total payment amount and press “Continue”.

You will then put in your credit or debit card information and billing address. After typing in your information, click the green “Continue” button again.
You will then do a final review of your payment details, and then check the box at the bottom to agree to the terms and conditions before clicking the green “Submit Payment” button.

Finally, you will be brought to a confirmation screen showing the receipt of your payment. An email confirmation will also be sent to the email address that was given during the payment process.
**Paying With Electronic Check/ACH**

To pay via electronic check, type in your name, account type, routing number, and bank account number, then click the green “Continue” button on the bottom right. You will have the option to save your bank information as a preferred payment method to save time when paying later, and also save it as your direct deposit refund method for when funds are due back to you from the university. Note that for authorized users, the only refunds that are ever processed to the authorized user account are parent PLUS loan refunds. All other refunds will only be sent to the student refund account.

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**Account Information**

- **Name on account:** Boko Bobcat
- **Account type:** Checking
- **Routing number:** 123456789
- **Bank account number:** 11223344556677
- **Confirm account number:** **********

**Option to Save**

- Save this payment method for future use
- Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

**Refund Options**

- Only one account can be designated to receive refunds.
- Check here if you would like refunds to be deposited into this account.

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*Card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.*

**Electronic Check** - Payments can be made from a personal checking or savings account.
After typing in your bank account information, you will agree to the terms and conditions of your ACH payment by checking the box at the bottom of the pop up window, then click the green “Continue” button.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Boko Bobcat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Depository:</td>
<td>WELLS FARGO BANK</td>
</tr>
<tr>
<td>Routing Number:</td>
<td>0659</td>
</tr>
<tr>
<td>Account Number:</td>
<td>xxxxxxx5513</td>
</tr>
<tr>
<td>Debit Amount:</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

This agreement is dated 01/18/2024 16:55:15 PM CST.

For fraud detection purposes, your internet address has been logged: 147.26.144.246 at 01/18/2024 16:55:15 PM CST

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

**I agree to the above terms and conditions. (Print Agreement)**
You will then conduct a final review of your payment details. If all looks correct, click the green “Submit Payment” button at the bottom right.
Finally, you will be brought to a confirmation screen showing the receipt of your payment. An email confirmation will also be sent to the email address linked to your account.