# Making a Rent Payment Through Your Student Payment Portal

To make a rent payment through your student payment portal, log in to the Student Payment Portal via the Student Business Services website at 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.
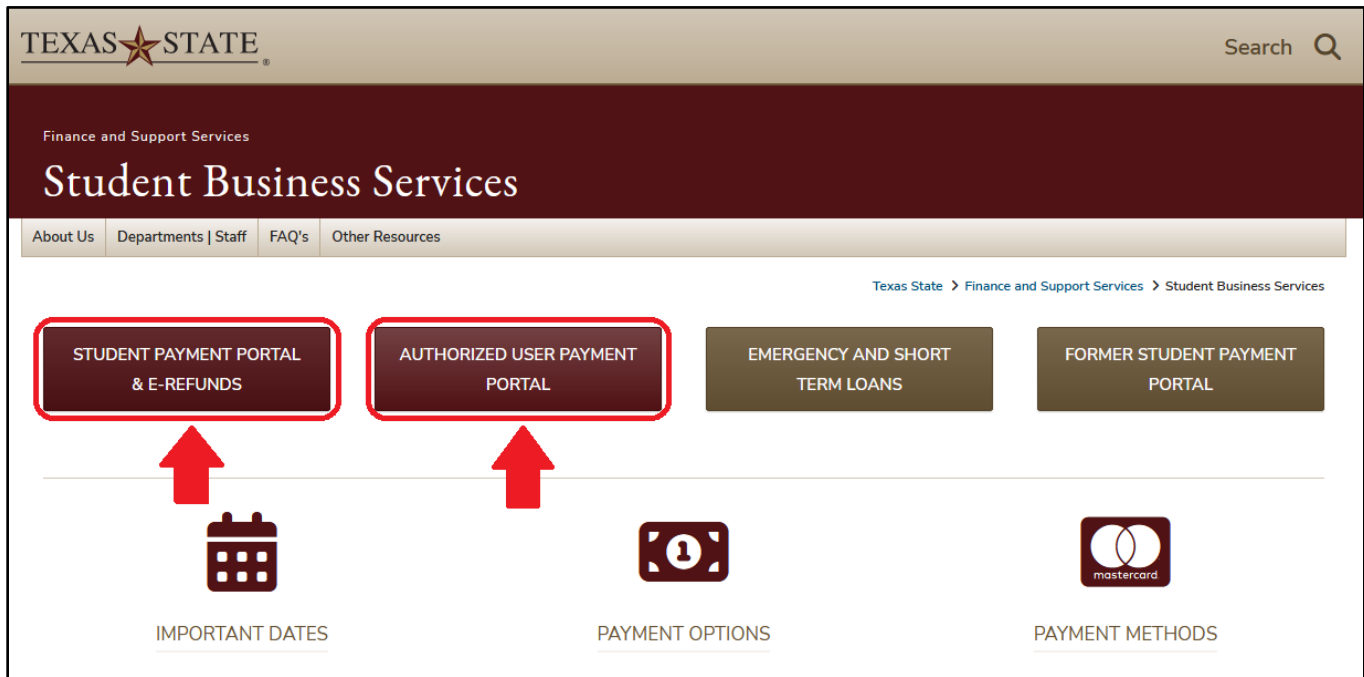
Once you're logged in to the portal, click on the "Make Payment" option on the top menu bar, or click the "Specific Charge" option on the green drop-down menu that says "I would like to pay…" and click "Go!".

When selecting the "Make Payment" option, select "Pay by Line Item" as your payment option (see next page).
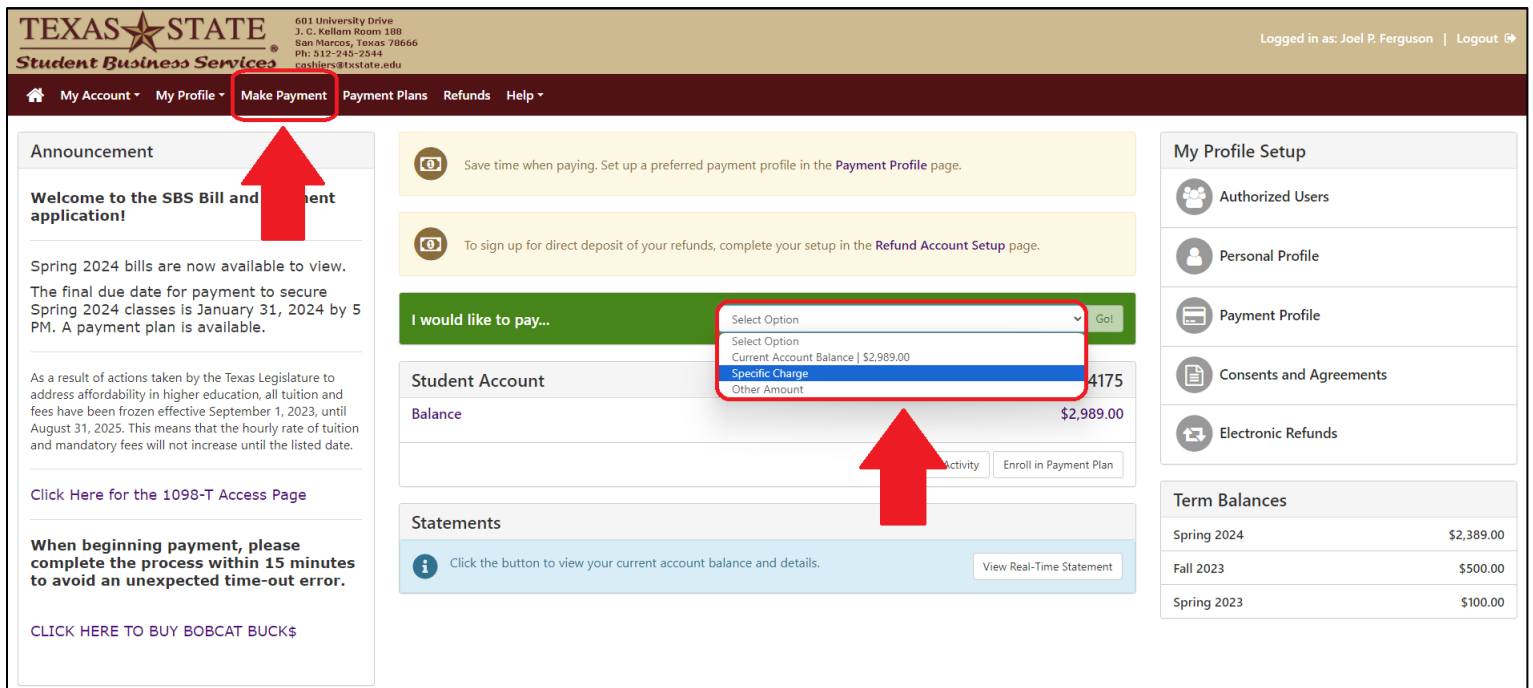
Account Payment

| $ Amount | 💳 Method | 👍 Confirmation | 📋 Receipt |

Payment Date: 1/25/24   📅

Select Payment Option

○ **Current Account Balance**	○ **Pay By Term**	⦿ **Pay By Line Item**
$2,989.00	Select which semester terms to pay	Select which line items to pay

Your monthly apartment charges will now be displayed. Type in the amount you wish to pay for each listed fee into the Payment box on the right. Then, click the green "Continue" button at the bottom right.

Pay By Line Item

Paid items may appear in this list until the system has completed its payment record update.

Search: [Search Pay by Line Items]

Description	Date	Term	Amount ($)	Payment ($)
Pet Charges - Vistas/Sanctuary	1/25/24	Spring 2024	$25.00	$ 25.00
Parking - Vistas/Sanctuary	1/25/24	Spring 2024	$50.00	$ 50.00
Room - Two Bedroom Apartment	1/25/24	Spring 2024	$874.00	$ 874.00

Showing 1 to 3 of 3 entries

	Pay by Line Item	$949.00
	Payment Total	**$949.00**

Cancel   Continue

You will now 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 payment processing service. **Please note that all credit/debit card transactions are charged a 2.95% non-refundable service fee.** Payments made via electronic check have no additional cost.

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.

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.

ACH Payment Agreement

I hereby authorize **Texas State University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **$30.00** return fee will be added to my student account.

Name:	**Boko Bobcat**
Address:	
Depository:	WELLS FARGO BANK
Routing Number:	0659
Account Number:	xxxxxx5513
Debit Amount:	$2,000.00

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)

Cancel   Continue

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.

Amount — Method — Confirmation — Receipt

Please review the transaction details, agree to the terms and conditions, then submit your payment.

Payment Information

Term	Spring 2024
Account	Student Account

Item Description	Amount
Parking - Vistas/Sanctuary	$50.00
Pet Charges - Vistas/Sanctuary	$25.00
Room - Two Bedroom Apartment	$874.00

Total Payment Amount — **$949.00**

Change Amount

Selected Payment Method

Account:	WEBCHECK - "Boko College" xxx456
Billing Address:	Boko Bobcat

Change Payment Method

Paid To

Texas State University
601 University Dr
JCK Room 188
San Marcos, TX 78155

Confirmation Email

@gmail.com

By selecting the Submit Payment button, you are agreeing to the **Terms and Conditions** .

Back   Cancel   Submit Payment

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.

Account Payment

Your new ACH payment method has been saved.

Amount — Method — Confirmation — Receipt

Your payment in the amount of $1,000.00 was successful. A confirmation email was sent to   @gmail.com
Please print this page for your records. To view all payments, go to My Account > Payment History.

Payment date: 1/18/24

Amount paid: $1,000.00

Student name:

Paid to: Texas State University
                      601 University Dr
                      JCK Room 188
                      San Marcos, TX 78155
                      UNITED STATES

Account number: xxx456

Name on account: Boko Bobcat

Account Type: Checking

Print

Payment Plans   Refunds   Help ▾

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.

You will then see your payment amount again to confirm. 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.