

## PAYING YOUR BILL ONLINE

*Note: If at any point in the process buttons do not populate after selecting from a drop down menu, try hitting the “Tab” key on your keyboard.*

Current and previous invoices for both Seed Certification and the Seed Laboratory can be viewed and paid online. Please be aware that new invoices will appear on the portal on or about the **10<sup>th</sup> of every month** (or next business day if the 10<sup>th</sup> falls on the weekend or holiday). The charges will reflect any fees for testing services performed the previous month.

To view current invoices, start by logging in to your Online Services account at:

<https://w3.oscs.orst.edu/online/>

Pins are case sensitive. Make sure to click the CAPTCHA check box that says “I am not a robot”

OSU Oregon State University Extension Service

Oregon State University Seed Services

Please follow the links on the bottom of this page to Seed Certification and Seed Laboratory Websites for the latest updates on COVID-19.

E-Mail Address:   
PIN:   
For OSCS Use:

I'm not a robot

Login

Seed Services Client? Get an account [here](#)  
Certification Tag to Verify? Click [here](#)

**A. Field Information:**

1. Query and Download Crop Field Information
2. Obtain Information on Certified Varieties in Oregon
3. Obtain Certification Client Information (by Name or Crop Kind)
4. View Small Grains Preliminary or Passed Inspection Growers List
5. Create Field Applications for Certification
6. Obtain Approval or Finalize Approved Small Grains Field Application<sup>New</sup>
7. Reprint Field Application or Outline and Print Field Boundaries of Your Certification Fields
8. Transfer Fields to Another Grower or Accept Fields from Another Grower
9. Sign up Eligible Certified Fields for Crop Inspection
10. Sign up for Re-inspection of Fields Rejected Subject to Re-inspection
11. View, Download, or Print a Copy of Certification Reports
12. Request Field Extension for Your Contracted Fields

Scroll to section “**F. Miscellaneous**” and select option “**1. View Seed Certification and Seed Lab Invoices**”

**F. Miscellaneous:**

1. View Seed Certification and Seed Lab Invoices
2. Pay for Items in Your Payment Cart(s) with Credit Card
3. Register a New Grower
4. Register a New Certified Species
5. Change Your Login Email Address
6. Change or Correct Your Personal Profile
7. Upload Certification Document Requested by OSCS<sup>New</sup>

Select the department and year you would like to view invoices from, then click **“Retrieve”**

Client: **OSU Seed Laboratory**  
 Department: Seed Laboratory Invoices ▾  
 Year: Specify  
 Seed Certification Invoices  
 Seed Laboratory Invoices  
 Retrieve

Client: **OSU Seed Laboratory**  
 Department: Seed Laboratory Invoices ▾  
 Year: 2021 ▾  
 2021  
 2020  
 Retrieve 2020 Invoices

A list of invoices for the selected year and department will display that looks similar to that show below. To view an invoice, click the **“Display”** button in the right-hand column. This will open a PDF copy of the invoice that can be saved or printed from your browser.

Number	Date	Amount Due	Unpaid Amount	Action	
408XX	10-01-2021	\$1,000.00	\$1,000.00	Display	Add \$1000.00 to Payment Cart
403XX	08-01-2021	\$255.00	\$255.00	Display	Add \$255.00 to Payment Cart
398XX	04-01-2021	\$450.00	\$0.00	Display	
396XX	03-01-2021	\$55.00	\$0.00	Display	
<b>Invoices Total</b>	<b>\$1,255.00</b>				
<b>Credits</b>	<b>\$0.00</b>				
<b>Account Balance</b>	<b>\$1,255.00</b>				

To pay an invoice, click the **“Add \$xxx.xx to Payment Cart”** button. The Action box will then read **“Added to Payment Cart”**. Invoices that have already been paid will not have this button/action available.

**Action**

Display    Added to Payment Cart

There are separate Payment Carts for Seed Certification and the Seed Lab. You can find each of these in the blue boxes on the top of your screen. To check out, simply click on the Payment Cart you would like to pay. This will reroute you to the **“Online Credit Card Payment Cart”** page.


Seed Certification and Seed Laboratory Invoices (v1.00)

Seed Laboratory Payment Cart  
 0 Items = \$0.00

Seed Certification Payment Cart  
 0 Items = \$0.00

The **“Online Credit Card Payment Cart”** page can also be accessed from the main Online Services menu by scrolling to section **“F. Miscellaneous”** and option **“2. Pay for Items in Your Payment Cart(s) with Credit Card”**.

**F. Miscellaneous:**

1. **View Seed Certification and Seed Lab Invoices**
2. **Pay for Items in Your Payment Cart(s) with Credit Card** 
3. **Register a New Grower**
4. **Register a New Certified Species**
5. **Change Your Login Email Address**
6. **Change or Correct Your Personal Profile**
7. **Upload Certification Document Requested by OSCS<sup>New</sup>**

Please take the time to read the information at the top of the webpage before proceeding with your payment. Then select the desired Payment Cart (Seed Certification or Seed Lab) from the drop-down menu. Each payment cart must be processed separately.

Payment Cart: Specify ▼

Specify


Seed Certification Payment Cart

Seed Laboratory Payment Cart

Items from your cart will appear. In the **“Action”** column on the left-hand side there is a **“Remove”** button to remove any unwanted items from your cart. When you are ready to proceed, click the **“Continue to Payment”** button at the bottom of the screen. This will redirect you to the TouchNet payment website. This is a secure payment website; OSU does not receive any of your credit card information from this site.

Payment Cart: Seed Laboratory Payment Cart - 1 item(s) ⌵

Action	Cart ID	Item ID	Reference No.	Reference Date	Description	Amount
<a href="#">Remove</a>	7	17	35964	08-01-2019	Seed Lab Invoice	\$622.00
<b>Total:</b>						<b>\$622.00</b>

Continue to Payment 

Your browser will be redirected to TouchNet to enter credit card information after you click 'Continue to Payment'.



[Online Services](#)   [Seed Certification](#)   [Seed Laboratory](#)   [Certification History](#)

On the TouchNet payment page, first follow instructions in the colored box to confirm you are not a robot.

Payment Amount \* Indicates required information


Amount To Be Charged:

Help us fight spam by confirming you are not a robot.  
Click or touch the Tag

Click **“Continue”** to proceed to the payment page, then enter your payment information.


Payment
Confirmation
Receipt



**Payment Information** \* Indicates required information

Total: \$622.00

Payment method:



**Account Information** \* Indicates required information

Credit Card Type:

Account Number:

Expiration Date:

Security Code:

The address in the **“Billing Information”** section will be prefilled with the address we have in our client database. Change the information if needed so that it matches the billing address associated with your credit card. Confirm all information is entered correctly, then click **“Continue”** at the bottom of the page. If your payment was successful, your receipt will appear on the screen for you to print (left-hand example below). If you provided an email address on the “Payment Information” screen, you will also receive an email notification from TouchNet (right-hand example below).

Thank you! This is your receipt.

Amount:	\$622.00
Date and Time:	9/9/19 10:41 AM
Name on Card:	<div style="background-color: black; width: 100px; height: 15px;"></div>
Account Number:	xxxxxxxxxxxx1111
Card Type:	Visa
Reference Number:	20190909000000
External Transaction ID:	7-2
System Tracking ID:	2170
*** Card Not Present ***	

**Notification of Payment**

This message is an automated notification to inform you that your payment has been completed successfully. Please note that all payments are subject to approval and final verification.

**Billed To:**

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**Payment Information:**

Payment Type:	Credit Card
Card Number:	xxxxxxxxxxxx1111
Card Type:	Visa
*** Card Present ***	

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System Tracking ID:	2170
Date/Time:	September 9, 2019 10:41:39 AM PDT
External Transaction ID:	7-2
Payment Gateway Reference Number:	20190909000000

**Total Paid:\$622.00**

We have received your payment.

Thank You  
OSCS Online Services