## **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/

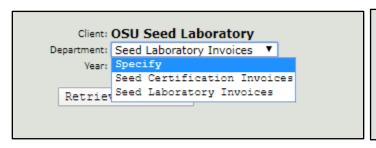
Pins are case sensitive. Make sure to click the CAPTCHA check box that says "I am not a robot"



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

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

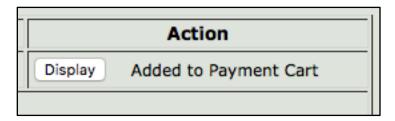




A list of invoices for the selected year and department will display that looks similar to that show below. To view an invoice, click the "**Display**" button in the right-hand column. This will open a PDF copy of the invoice that can be saved or printed from your browser.

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	
Invoices Total	\$1,255.00				
Credits	\$0.00				
Account Balance	\$1,255.00				

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.



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

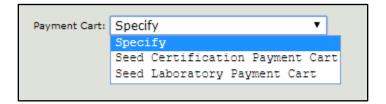
Seed Certification Payment Cart
0 Items = \$0.00

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".

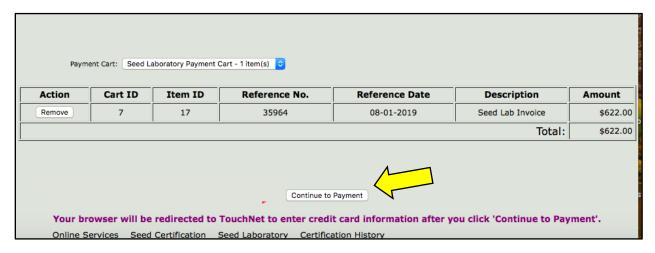
## F. Miscellaneous:

- 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

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.



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.

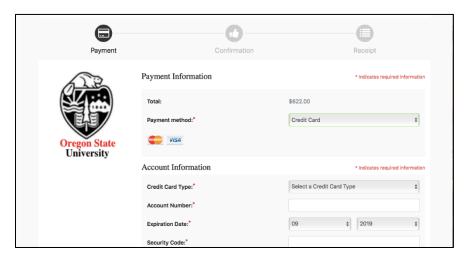


On the TouchNet payment page, first follow instructions in the colored box to confirm you are

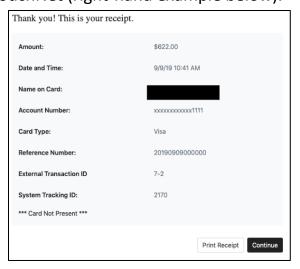
not a robot.



Click "Continue" to proceed to the payment page, then enter your payment information.



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).



**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. Payment Type Credit Card Card Number xxxxxxxxxxx1111 Card Type: \*\* Card Present \*\*\* System Tracking ID: Date/Time: September 9, 2019 10:41:39 AM PDT External Transaction ID: 20190909000000 Payment Gateway Reference Number Total Paid:\$622.00 We have received your payment OSCS Online Services

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