Online Benefits Payments
Texas Christian University – Human Resources

Contents

Purpose

To enhance customer service, Human Resources offers choices for the payment of benefits for Retirees, COBRA participants and active employees on leave of absence through online payment. Participants will be able to securely log into TCU Human Resources' payment website to schedule and make payments. Debit/Credit Card and Electronic check payments will be accepted through this website.

How to Pay your Benefits Online

1. Go to https://epay.tcu.edu/hr_billing. (There is an underscore between hr_billing)

Revised: March 1, 2021

2. To log into the payment website, enter your TCU ID number and Last Name and click "Go." Your 9 digit TCU ID number can be found on your benefit billing statement. Last name is not case sensitive.

TEXAS CHRISTIAN UNIVERSITY
BILLING STATEMENT AS OF 07/31/2011   Page   1
FOR PERIOD ENDING 07/31/2011

Name: Clark,Addison   Employee ID: 100000000
                                                              Status of Insured : Retired

Benefit Payments

PARTICIPANT'S INFORMATION
Please enter participant's (9 to 11 characters) TCU ID and Last Name

TCU ID
(ex. 015349399)   100000000

LAST NAME   clark   Go

Note: Payments are due each month regardless of receiving a statement, and should be received before the 20th of each month.

3. The next screen after you login displays your Benefit Payment information. This information is what Human Resources has on file for you. If you update this information on this page it **_will not update your information in Human Resources._** To update your personal information, visit my.tcu.edu, Retiree Self Service.

The amount due and method of payment appears in the Payment Information section. There are two payment options – One-time Payment and Recurring Payment.

Benefit Payments

PARTICIPANT'S INFORMATION
Please review your information

Contact Information

*Required Fields

*First Name	Middle Name	*Last Name
Addison		Clark

*Email
clark@tcu.edu

Billing Address

*Address: 3100 W. Berry

Address 2:

*City: Fort Worth

*State or Province: Texas

*Country: UNITED STATES

*Zip Code: 76109

Payment Information

Billing Date: 6/15/2014

Payment Option: One-time Payment

Amount Due: $ 0.00
(U.S. Dollars)

Submit   Cancel

Payment Options

Payment Option	Description	Payment Method Accepted
One-Time Payment	Establish payment for current month.	Electronic Check & Debit/Credit Card
Recurring Payment	Establish a recurring payment, which will process with specified payment information and payment date.	Debit/Credit Card

Select your Payment Option. The amount due is the current amount you owe for your benefits. Click Submit.
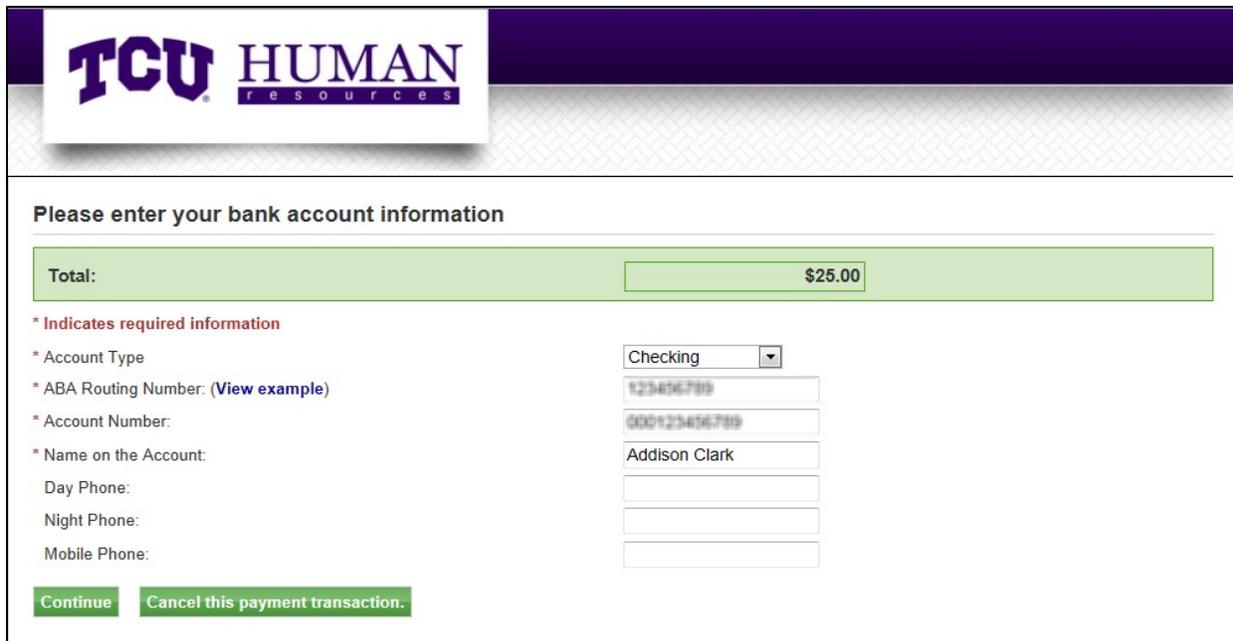
One Time Payment

Select Payment Method. You can pay with an electronic check or debit/credit card.

Electronic Check
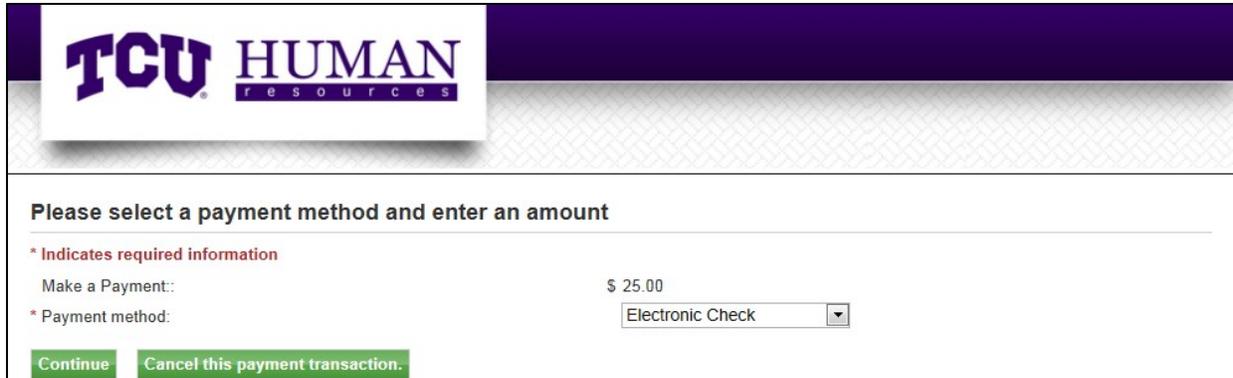
Enter Account Type, Routing and Account Number, click Continue.

Review the payment information. If correct, click Continue. You will receive the following page while your payment processes. ***Do not*** click the browser's back button or refresh – this could cause your payment to process multiple times.

You will also receive email notification of your payment.

Processing, Please wait...

Do not select your browser's back button or refresh this page.
This could cause your payment schedule to be duplicated.

Debit/Credit Card

Please select a payment method and enter an amount

* Indicates required information

Make a Payment::	$ 25.00
* Payment method:	Credit Card

Continue   Cancel this payment transaction.

With Debit/Credit Card Payments enter your credit card type, account number, expiration date. Click Continue.

TCU HUMAN resources

Please enter your credit card information

Total:	$25.00

* Indicates required information

* Credit Card Type: Visa
* Account Number: ●●●●●●●●●●●●●●●
* Expiration Date: 07 / 2015
* Name on Card: Addison Clark

Billing Address of Credit Card

* Street Address 1: 3100 W. Berry
  Street Address 2: Address2
* City: Fort Worth
* State: Texas (TX)
* ZIP / Postal Code: 76109
* Country: United States
  Day Phone:
  Night Phone:
  Mobile Phone:

[MasterCard] [VISA] [DISCOVER] [DinaCard] [BCcard] [AMERICAN EXPRESS]

Continue   **Cancel this payment transaction.**

ACH Terms & Conditions | Return Policy

TouchNet Secured Site

Revised: March 1, 2021

TCU HUMAN resources

Please verify your payment information

Amount:	$25.00

Date and Time:	7/2/14 10:37 AM
Name on Card:	Addison Clark
Account Number:	xxxxxxxx2222

Change Payment Information

Return Policy Agreement

By clicking Continue, I agree to the above Return Policy

Continue   **Print Agreement**   **Cancel this payment transaction.**

Review the payment information. If correct, click Continue. You will receive the following page while your payment processes. ***Do not*** click the browser's back button or refresh – this could cause your payment to process multiple times.

Processing, Please wait...

Do not select your browser's back button or refresh this page.
This could cause your payment schedule to be duplicated.

Recurring Payment

You can opt to establish a recurring payment with your credit card. The payment will process on the day you specify. Do not establish a recurring payment for longer than the current calendar year. Rates typically change January 1st, and once a recurring payment has been established you cannot stop the payment. Recurring payments must be stopped by Human Resources. To request your recurring payment stopped, contact Human Resources either by email at myretirement@tcu.edu or at TCU Box 298200. All requests to stop arecurring payment must be received in writing.

To create a recurring payment, select Recurring Payment as your payment option, click continue. Indicate you which to schedule a recurring payment.

Please select a payment method and enter an amount

* Indicates required information

Make a Payment::	$ 100.00
* Payment method:	Credit Card
* Would you like to schedule a recurring payment?:	⦿ Yes ○ No

Continue   **Cancel this payment transaction.**

Enter your debit/credit card information, click Continue.

Please schedule your recurring no later than December of current year.
Please enter your credit card information

* Indicates required information

* Credit Card Type:	MasterCard
* Account Number:	
* Expiration Date:	07 2014
* Name on Card:	Addision Clark

Billing Address of Credit Card

* Street Address 1:	3100 W. Berry
Street Address 2:	Address2
* City:	Fort Worth
* State:	Texas (TX)
* ZIP / Postal Code:	76109
* Country:	United States
Day Phone:	
Night Phone:	
Mobile Phone:	

Continue   **Cancel this payment transaction.**

ACH Terms & Conditions | Return Policy

©1997 - 2014 TouchNet Information Systems, Inc. All rights reserved. | TouchNet Privacy Policy
TouchNet is a registered trademark of TouchNet Information Systems, Inc.

Enter payment recurrence (monthly), date of first payment and end of payment schedule (**schedule to end as of December of the current calendar year**). Click continue.

Verify payment information. If correct, continue with payment.

Please verify your payment information

Payment Amount:	$100.00
Number of Payments:	6
Total:	$600.00

Name on Card:	Addision Clark
Account Number:	xxxxxxxxxxx5454
Recurring Frequency:	Monthly
Date of First Payment:	7/2/14
Date of Last Payment:	12/2/14

Change Payment Information   **Change Payment Schedule**

Payment Schedule
7/2/14	$100.00
8/2/14	$100.00
9/2/14	$100.00
10/2/14	$100.00
11/2/14	$100.00
12/2/14	$100.00

Return Policy Agreement

By clicking Continue, I agree to the above Return Policy

Continue   **Print Agreement**   **Cancel this payment transaction.**

ACH Terms & Conditions | Return Policy

TouchNet®
Secured Site

Once you click Continue, you will receive the following page while your payment processes. ***Do not*** click the browser's back button or refresh – this could cause your payment to process multiple times.

Processing, Please wait...

Do not select your browser's back button or refresh this page.
This could cause your payment schedule to be duplicated.

TCU HUMAN resources

Thank you. Please print this receipt for your records.

> Note: Do not use your browser's Back button. To continue please use the link below or close this window.

Payment Amount:	$100.00
Number of Payments:	6
Total:	$600.00

Date and Time:	7/2/14 10:48 AM
Name on Card:	Addision Clark
Account Number:	xxxxxxxxxxx5454
Recurring Frequency:	Monthly
Date of First Payment:	7/2/14
Date of Last Payment:	12/2/14
External Transaction ID:	14070210432236215
System Tracking ID:	2884

If you need to make changes or cancel your recurring payment, here is the person to contact:

Contact Name:
Contact Phone:
Contact Email:

Payment Schedule
7/2/14	$100.00
8/2/14	$100.00
9/2/14	$100.00
10/2/14	$100.00
11/2/14	$100.00
12/2/14	$100.00

[Thank you for your payment. Click here to continue.] [Print] [Print without Schedule]

ACH Terms & Conditions | Return Policy

©1997 - 2014 TouchNet Information Systems, Inc. All rights reserved. | TouchNet Privacy Policy