Paying your tuition and student fees in TouchNet: Pre-authorized debit

About TouchNet
UBC uses TouchNet as a payment tool for tuition and student fees, as well as Student Direct Stream (SDS) tuition prepayments.

TouchNet is replacing other forms of ePayment, such as International Funds Transfer via Convera and Interac Online.

Receipts for payments made in TouchNet are only available in TouchNet, not in Workday.

How to pay with pre-authorized debit
Before going through the steps in this tutorial, you will need to set up your pre-authorized debit account from your Canadian bank account in TouchNet.

First, go to your Finances App
1. Log into your Workday account at myworkday.ubc.ca.
2. On the right side of the page, in the “Your Top Apps” menu, click the “Finances” app.
Review your current outstanding balance

In the Finances app, you will be taken to the “Finances” page by default. On the left side of the page, under “Account Activity”, your “Due Now” balance will be listed. This balance includes charges that are past due or due within the next 30 days. You can make payments toward your “Due Now” balance, but not charges due in the future.

Next, go to TouchNet Payment Centre

In the “Tuition and Fees” menu to the right, click the “Make a Payment: Touchnet Payment Centre” link. You will be redirected to the TouchNet homepage, which is a separate app from Workday.
Make a payment

1. Once on the TouchNet homepage, you will see your current outstanding balance listed as “Due Now” in the Student Account box. Click the dark blue “Make Payment” button.

2. On the “Account Payment” page, enter the amount you want to pay in the field under “Amount Due”. You have the option to make a full or partial payment.

3. Click the blue “Continue” button to the lower right.
4. On the next page, select “My PAD Account” from the “Method” dropdown list.
   - If you've previously designated your pre-authorized debit bank account as your default payment method, you'll be directed straight to the “Account Payment” screen to pay with this option.
   - You can change the payment method by clicking the “Change Payment Method” button under the “Selected Payment Method” in the next screen.

5. Click the dark blue “Continue” button to the lower right.

6. Follow the instructions to complete the payment transaction.
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7. You will be brought to a confirmation screen where you can review your payment information, payment amount, and the terms and conditions. After confirming your information, click the dark blue “Submit Payment” button to the lower right.

Confirm your payment

You will be brought to a confirmation page summarizing payment receipt details. While a receipt will be sent to your email, you have the option to print this page for your records.
**Check your account activity**

Lastly, return to Workday and refresh your browser. Your “Due Now” balance will be updated and you will see a new transaction in your Account Activity reflecting your payment.

You can click on the “View Statement” button for more information.

**Additional resources**

- Setting up your pre-authorized debit account in TouchNet
- Viewing your account activity: Tuition amounts and payments
- Paying your tuition and fees in TouchNet: TransferMate payment
- Paying your tuition and student fees in TouchNet: Credit card payment
- Setting up your direct deposit in Workday