

# Setting up your Pre-Authorized Debit account in TouchNet

## About TouchNet and Pre-Authorized Debit

TouchNet Payment Centre is a new system available for students to pay tuition and fees. Pre-Authorized Debit is one of the ways you can pay your tuition in TouchNet.

You need to set up your banking information in the TouchNet Payment Centre to pay with Pre-Authorized Debit.

## Important information about paying through Pre-Authorized Debit

UBC does not automatically withdraw funds from your bank account through Pre-Authorized Debit (PAD) to pay the balance you owe. Once your account is set up, you have to initiate every PAD transaction to make a payment.

### Before you start

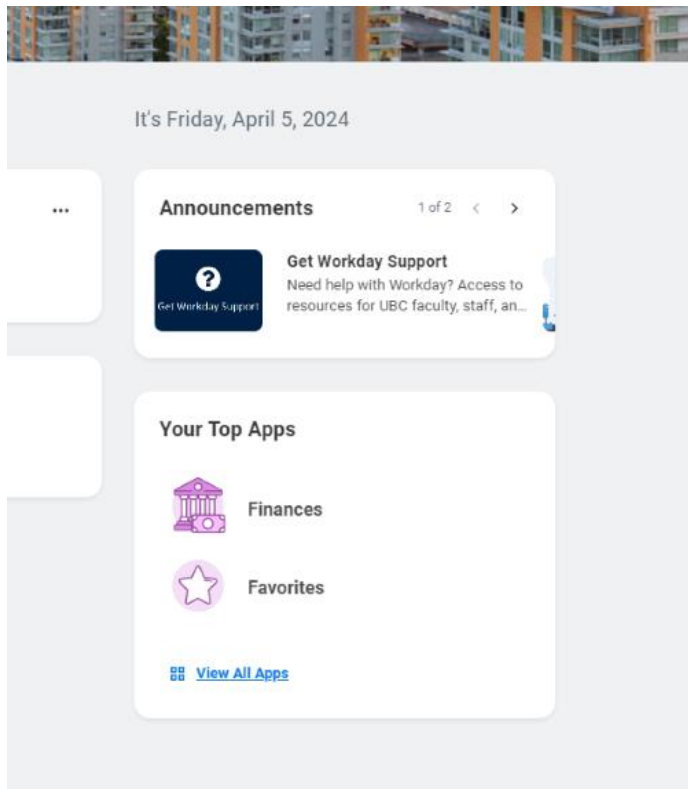
To set up your banking information, you will need a chequing or savings account at a Canadian financial institution or bank. You can find your banking information like your Institution Number, Transit Number, and Account Number in your online banking platform or at the bottom of your personal cheque. If you don't have a cheque, contact your financial institution for details.



## How to set up your Pre-Authorized Debit account in TouchNet

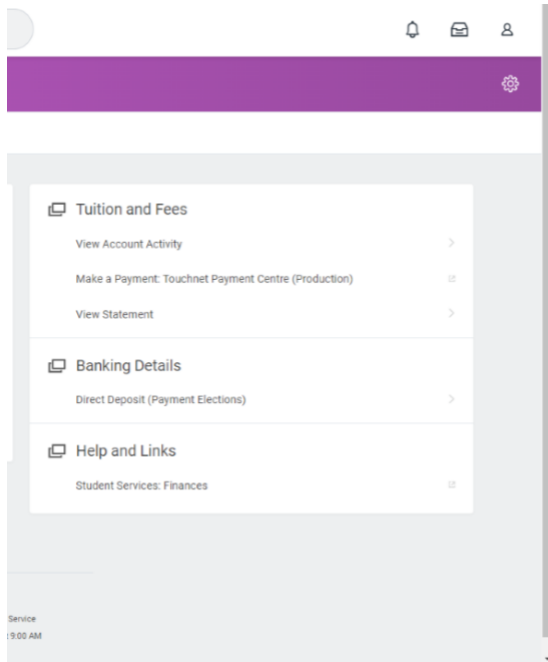
### First, go to your Finances App

1. Log into your Workday account at [myworkday.ubc.ca](https://myworkday.ubc.ca).
2. On the right side of the page, in the “Your Top Apps” menu, click the “Finances” app.



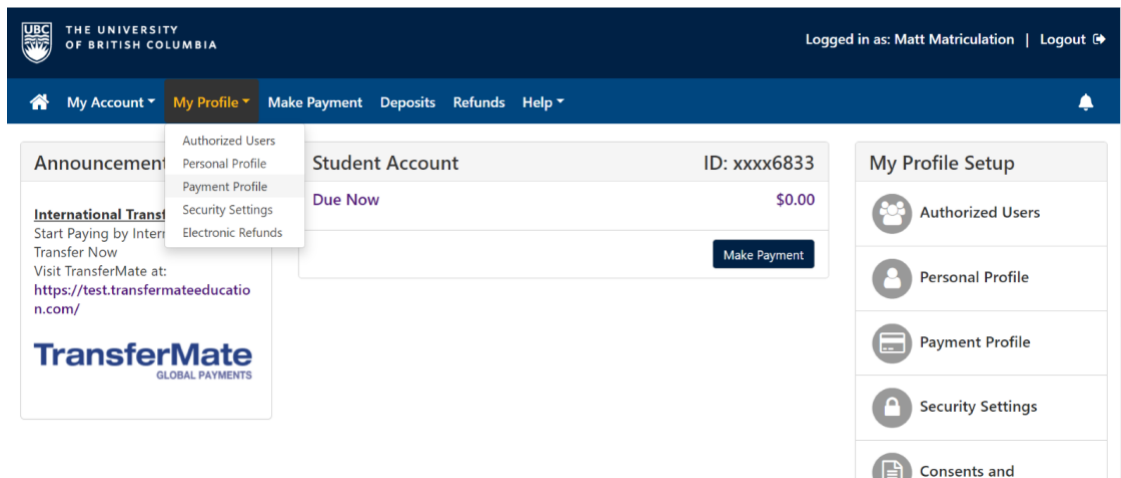
### Next, go to TouchNet Payment Centre

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.



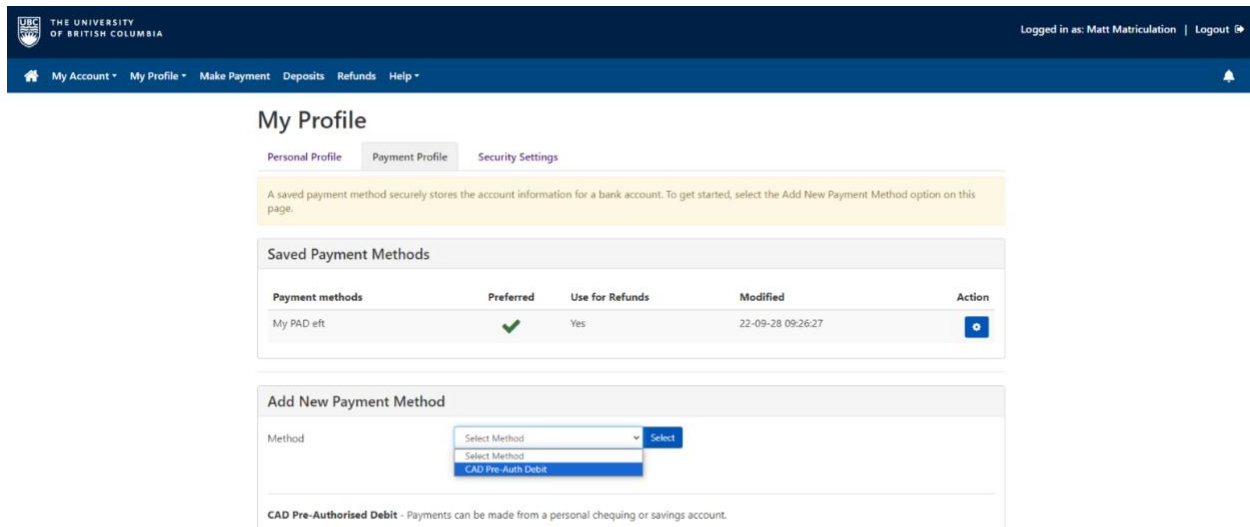
## Go to your TouchNet Payment Profile

1. On the TouchNet homepage, you may be prompted to re-enter your CWL username and password.
2. Once you are logged in, click the “My Profile” tab in the top menu, then select “Payment Profile” from the dropdown list.



## Add a new payment method

1. On the “My Profile” page, go to the “Add New Payment Method” section and click the dropdown list next to “Method”.
2. In the dropdown list, select “CAD Pre-Auth Debit”. This stands for Pre-Authorized Debit payment in Canadian dollars.
3. Click the blue “Select” button next to the dropdown list to save your selection.



The screenshot shows the UBC My Profile page. The top navigation bar includes the UBC logo, the text 'THE UNIVERSITY OF BRITISH COLUMBIA', and the user's name 'Logged in as: Matt Matriculation | Logout'. Below the navigation bar, the 'My Profile' section is active, with tabs for 'Personal Profile', 'Payment Profile', and 'Security Settings'. A yellow informational box states: 'A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page.' Below this, a table titled 'Saved Payment Methods' lists one method: 'My PAD eft', which is marked as 'Preferred' (with a green checkmark) and 'Use for Refunds' (Yes), with a 'Modified' date of '22-09-28 09:26:27' and an 'Action' button. The 'Add New Payment Method' section features a 'Method' dropdown menu with 'CAD Pre-Auth Debit' selected, and a blue 'Select' button. A note below reads: 'CAD Pre-Auth Debit - Payments can be made from a personal chequing or savings account.'

4. In the popup window, enter your banking details and billing information. You must fill out all fields marked with a red asterisk (\*). If you need more support in finding your Branch Number, Transit Number, or Account Number, click the “Example” link beside the “Branch number” field.
5. Enter a nickname for the payment method in the “Save my payment method as” field.
6. If you want this to be your default payment method, check the “Save as your preferred payment method” box.
7. Click the dark blue “Continue” button at the bottom right to move to the next step.

**Add New Payment Method**

Method: CAD Pre-Auth Debit

**Account Information**

\* Indicates required fields

You can use any personal bank account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's cheques. Do not enter debit card numbers. Instead, enter the complete branch, institution and bank account number as found on a personal cheque.

\*Branch number: (Example)

\*Institution number:

\*Bank account number:

\*Confirm account number:

**Billing Information**

\*Name on account:

\*Billing address:

Billing address line two:

Billing address line three:

Billing address line four:

\*City:

\*Province:

\*Postal Code:

\*Save payment method as: (example My CAD Pre-Auth Debit)

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

**Refund Options**

A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.

## Review and agree to terms and conditions

1. The terms and conditions will be displayed in the next window. Review the information.
2. Check the "I Agree" box if you want to proceed.
3. Click the dark blue "Continue" button to save your changes.

**CAD Pre-Auth Debit Payment Agreement**

In the event that I have selected a Pre-Authorized Debit for a one-time payment I will agree to the amount to be withdrawn on the confirmation page provided by the online application that will follow my acceptance of this agreement.

This agreement was entered into on 04/09/2024 13:58:12 PM PDT.

To revoke this authorization agreement I must notify [dpp.support@ubc.ca](mailto:dpp.support@ubc.ca) within 30 days of this agreement. To obtain a sample cancellation form, or for more information on my right to cancel a PAD Agreement, I may contact my financial institution or visit [www.payments.ca](http://www.payments.ca).

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In accordance with Rule H1 provided by the Canadian Payments Association I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit [www.payments.ca](http://www.payments.ca).

**YOU UNDERSTAND AND AGREE TO THE ABOVE MENTIONED TERMS AND CONDITIONS AND, IN PARTICULAR, YOU HEREBY WAIVE THE RIGHT TO RECEIVE ANY NOTICE OF THE AMOUNT TO BE DEBITED AGAINST THE SETTLEMENT ACCOUNT AND THE DATES ON WHICH THE DEBITS WILL BE PROCESSED, AS WELL AS NOTICE OF ANY AND ALL FUTURE CHANGES TO THE AMOUNTS OR PAYMENT DATES.**

I Agree

CAD Pre-Auth Debit - Payments can be made from a personal chequing or savings account.

## UBC Graduate and Postdoctoral Studies

### Review your pre-authorized debit information

You will be returned to the “My Profile” page. Review your details to make sure your payments can be completed successfully.

### If you need to edit your pre-authorized debit information

On your “My Profile” page, under “Saved Payment Methods”, click the gear icon in the “Action” column. Select an option from the dropdown list to complete your changes:

- **Edit:** Update the details.
- **Delete:** Remove the payment method.
- **Set as preferred:** Set the account as your preferred default payment method.

The screenshot shows the 'My Profile' page with a navigation bar at the top containing 'My Account', 'My Profile', 'Make Payment', 'Deposits', 'Refunds', and 'Help'. The 'My Profile' section has three tabs: 'Personal Profile', 'Payment Profile', and 'Security Settings'. Below the tabs, there are two yellow informational boxes. The first states: 'Your new CAD Pre-Auth Debit payment method has been saved.' The second states: 'A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page.'

The 'Saved Payment Methods' section contains a table with the following data:

Payment methods	Preferred	Use for Refunds	Modified	Action
My PAD eft	✓	Yes	22-09-28 09:26:27	
My CAD Pre-Auth Debit 2		No	24-04-09 13:59:28	

A dropdown menu is open over the gear icon for 'My CAD Pre-Auth Debit 2', showing options: 'Edit', 'Delete', and 'Set as Preferred'.

The 'Add New Payment Method' section has a 'Method' label and a dropdown menu with 'Select Method' and a 'Select' button.

### Additional resources

- [Paying your tuition and fees in TouchNet: Pre-authorized debit](#)
- [Paying your tuition and student fees in TouchNet: TransferMate payment](#)
- [Paying your tuition and student fees in TouchNet: Credit card and Signature Debit card payment](#)
- [Viewing your account activity: Tuition amounts and payments](#)
- [Setting up your direct deposit in Workday](#)