

How to Pay Monthly Apartment Rent

STUDENT ACCOUNTS · BURSAR

Monthly apartment rent is billed to a separate account in TouchNet, apart from your student account for tuition and fees. Because the two are separate, you must switch to the Monthly Rent account before paying — otherwise your payment will be applied to tuition and fees instead. Follow the steps below to pay your rent online.

BEFORE YOU BEGIN

Monthly rent billing must first be set up through **Residence Life or Auxiliary Services** for your apartment complex (Desert Willow or Mountain Springs). If you do not see a Monthly Rent account in TouchNet, contact them before contacting Student Accounts.

Step 1: Switch to Your Monthly Rent Account

BANWEB LOGIN (REDIRECTS TO TOUCHNET)

<https://banweb.nmt.edu>

TOUCHNET DIRECT ACCESS

https://secure.touchnet.com/C22533_tsa/web/login.jsp

CREDENTIALS

Log in with your 900xxxxxx number and password.

1 Log In to TouchNet

Go to banweb.nmt.edu, click Enter Secure Area, then select Personal Information and Make Online Payment. You may also go directly to the TouchNet URL above.

2 Find the “View Account” Dropdown

At the top of the TouchNet home page you will see a highlighted bar labeled **View Account**. By default it shows **Student Account** and your tuition and fees balance.

3 Select “Monthly Rent” and Click View

Open the dropdown, choose **Monthly Rent**, then click the **View** button. The page will now show your rent account rather than your student account.

IMPORTANT

If the dropdown still reads **Student Account**, you are looking at tuition and fees. Any payment you make will go toward that balance, not your rent.

Step 2: Choose Which Months to Pay

4 Click “Make Payment”

Select **Make Payment** from the top menu. This opens the Account Payment screen, which walks through four stages: **Amount, Method, Confirmation, and Receipt.**

5 Confirm the Account Is Set to Monthly Rent

On the Account Payment screen there is a second dropdown labeled **Select account.** Make sure it reads **Monthly Rent** and shows your rent balance, then click **Select.** Set the Payment Date if you want to schedule the payment for a later day.

6 Choose the “Pay Monthly Rent” Option

Under **Select Payment Option,** choose **Pay Monthly Rent** rather than Pay by Term. This lets you select individual monthly charges instead of paying a whole semester at once.

7 Add the Months You Want to Pay

Your rent charges are listed one row per month, each showing a description, due date, term, and amount. For each month you want to pay, confirm the amount in the Payment box and click **Add.** You may add as many months as you like — the running total appears at the bottom as **Payment Total.**

NOTE

Months you have already paid may keep appearing in this list briefly until TouchNet finishes updating its payment records. Check the Payment Total before continuing so you do not pay a month twice.

8 Click “Continue” and Complete Your Payment

Choose your payment method, review the confirmation screen, and submit. Save or print the receipt for your records.

PAYING RENT AND TUITION

Rent and tuition are billed separately and must be paid separately. To pay tuition and fees, return to the **View Account** dropdown and switch back to **Student Account.**

Need Help?

Contact Student Accounts with questions about paying your rent in TouchNet. For questions about your lease, your apartment assignment, or the rent amount itself, contact Residence Life or Auxiliary Services.

Student Accounts: bursar@npe.nmt.edu · 575-835-5338 · Fidel Center, Room 231