



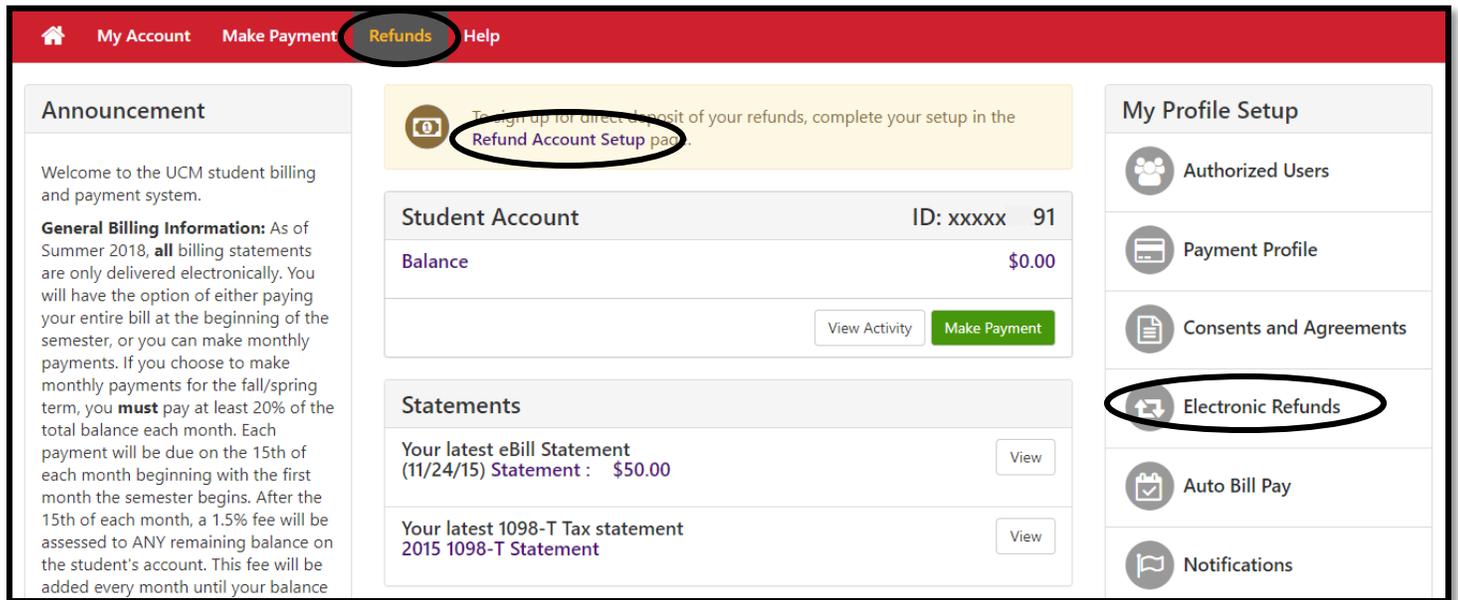
Using the UCM Payment Center

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Direct deposit for refunds

To create or change a refund account, choose the “Refunds” tab or “Electronic Refunds.” If you do not have an account set up, the “Refund Account Setup” option will be available to use.



My Account Make Payment **Refunds** Help

Announcement

Welcome to the UCM student billing and payment system.

General Billing Information: As of Summer 2018, all billing statements are only delivered electronically. You will have the option of either paying your entire bill at the beginning of the semester, or you can make monthly payments. If you choose to make monthly payments for the fall/spring term, you **must** pay at least 20% of the total balance each month. Each payment will be due on the 15th of each month beginning with the first month the semester begins. After the 15th of each month, a 1.5% fee will be assessed to ANY remaining balance on the student's account. This fee will be added every month until your balance

To sign up for direct deposit of your refunds, complete your setup in the **Refund Account Setup** page.

Student Account ID: xxxxx 91

Balance \$0.00

View Activity Make Payment

Statements

Your latest eBill Statement (11/24/15) Statement : \$50.00 View

Your latest 1098-T Tax statement 2015 1098-T Statement View

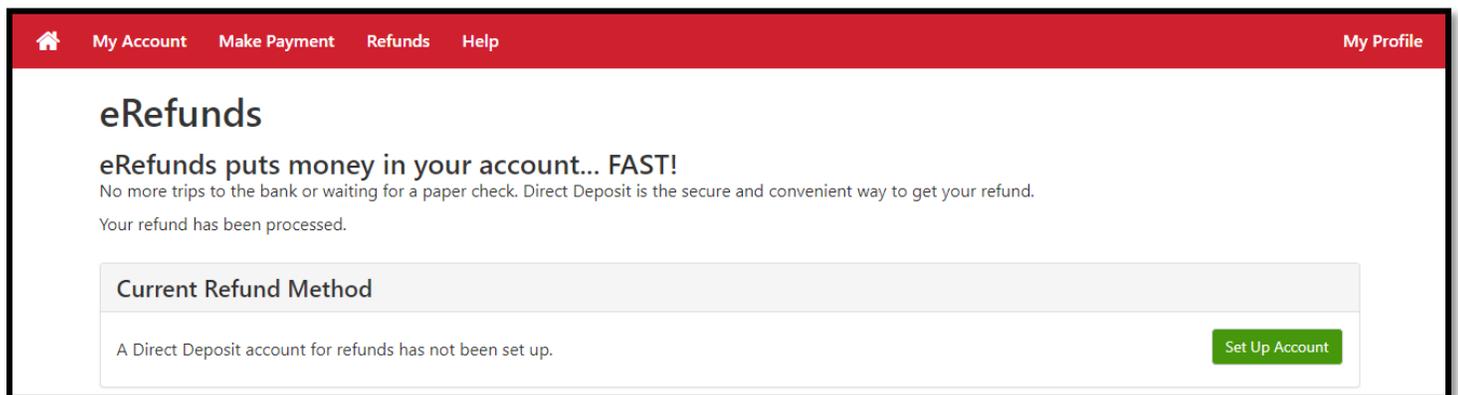
My Profile Setup

- Authorized Users
- Payment Profile
- Consents and Agreements
- Electronic Refunds**
- Auto Bill Pay
- Notifications

Click the “Set Up Account” button to proceed with setting up a refund account.

OR

Click the  icon to make changes to the refund account. Choose “Update” or “Remove.” (Note: Removing an account set up for eRefunds does not remove it as a saved payment method.)



My Account Make Payment Refunds Help My Profile

eRefunds

eRefunds puts money in your account... FAST!

No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.

Your refund has been processed.

Current Refund Method

A Direct Deposit account for refunds has not been set up. Set Up Account

TIP: When providing your address information on the next screen, try to avoid the use of special characters such as hashtags, commas, semicolons, and periods.

Set Up Refund Account

Account Information

* Indicates required fields

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

*Account type:

*Routing number:
(Example)

*Bank account number:

*Confirm account number:

TIP: Avoid copy and paste; this step catches typos.

Billing Information

*Name on account:

Check here for an international address

*Billing address:

Billing address line two:

*City:

*State/Province:

*Postal Code:

*Save payment method as:
(example My Checking)

Give your payment method or refund account a nickname.

Cancel

Continue

When you establish an account for a refund, it will also be saved as a method of payment. Therefore, you must acknowledge and agree a returned payment charge, as well as other disclosures, if you want to establish an account to receive electronic refunds. It is your choice whether or not to use the saved account information to make a payment.

Set Up Refund Account

I hereby authorize **University of Central Missouri** to initiate recurring credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$25.00** return fee will be added to my student account.

This agreement is dated Wednesday, May 30, 2018.

For fraud detection purposes, your internet address has been logged: 97.88.161.123 at 5/30/18 9:14:18 PM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: **tsc@ucmo.edu**

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

Print Agreement

Cancel

Continue

Find or print additional statements

To find more statements, choose, "My Account" then "Statements."

The screenshot shows the 'My Account' page with a navigation menu at the top containing 'My Account', 'Make Payment', 'Refunds', and 'Help'. A dropdown menu is open under 'My Account', with 'Statements' circled. The main content area shows a 'Student Account' with a balance of \$0.00 and buttons for 'View Activity' and 'Make Payment'. Below this is a 'Statements' section with two items: 'Your latest eBill Statement (11/24/15) Statement : \$50.00' and 'Your latest 1098-T Tax statement 2015 1098-T Statement', each with a 'View' button. On the right, there is a 'My Profile Setup' sidebar with options like 'Authorized Users', 'Payment Profile', 'Consents and Agreements', 'Electronic Refunds', and 'Auto Bill Pay'.

Before clicking the "view" button after choosing a statement date, be sure your browser is set to allow pop-up windows.

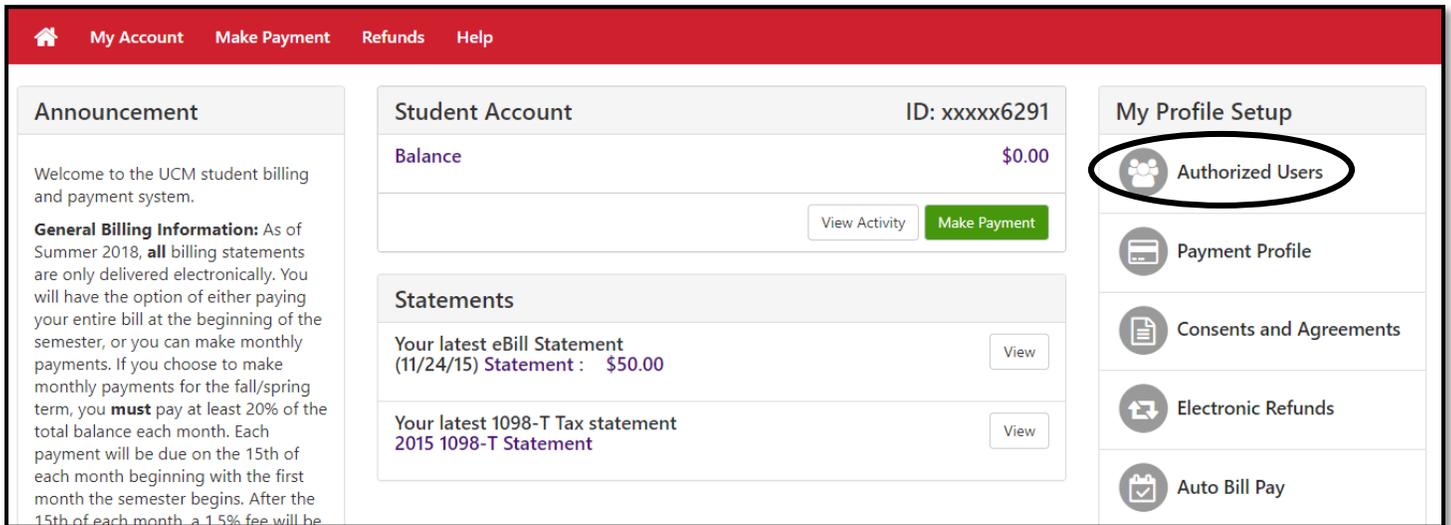
The screenshot shows the 'Statements' page with a navigation menu at the top containing 'My Account', 'Make Payment', 'Refunds', 'Help', and 'My Profile'. The page title is 'Statements'. There are two tabs: 'Billing Statements' and '1098-T Tax Statements'. A yellow warning box says: 'Please make sure your browser's pop-up blocker is disabled before you view a statement.' Below this is a 'Current Statements' section with a dropdown menu set to '11/24/2015' and a 'View' button. A red note says: 'Current balance includes activity since your last statement, including recent payments and new charges'. Below this is a table with columns: 'Account Description', 'Statement Date', 'Statement Amount', 'Current Balance', and 'Action'. The table has one row: 'Student Payment Statement -- Payment Due On 12/15/15', '11/24/15', '\$50.00', '\$0.00', and a gear icon. Two callout boxes provide definitions: 'Statement Amount = snapshot in time This is the balance at the time your statement was created.' and 'Current Balance = real time This is your balance as of the day and time you are viewing it.'

The  icon under the **Action** column gives you the option to view or pay the bill.

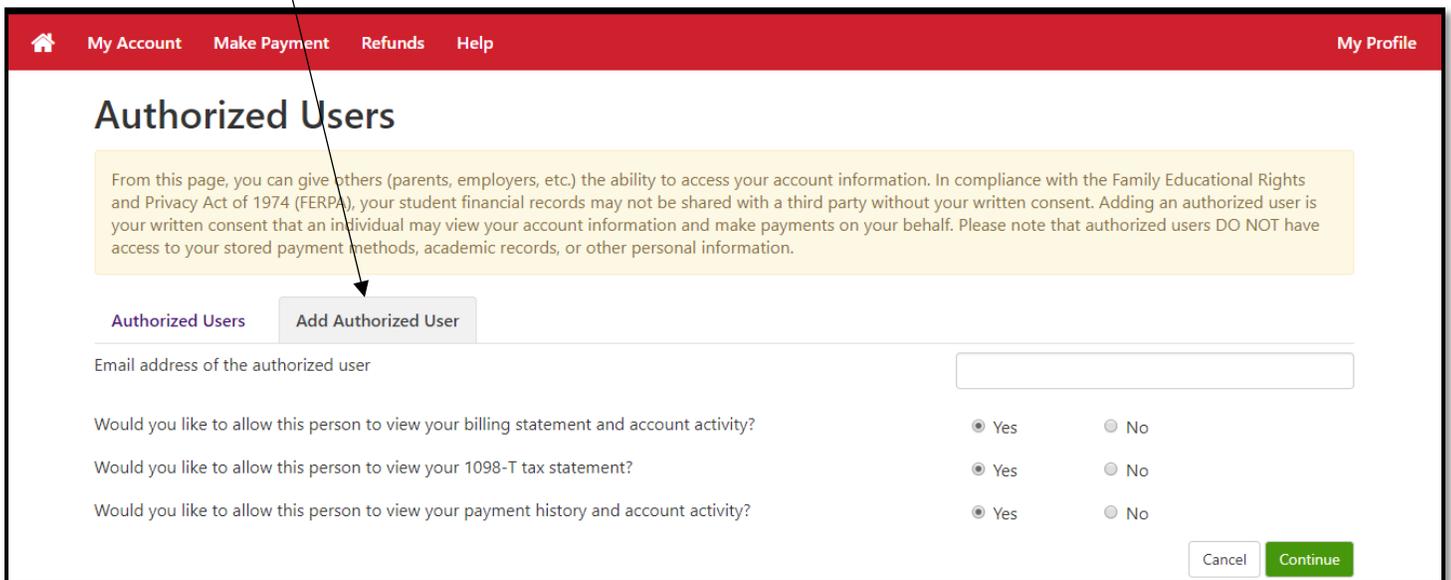
You can also view account activity by semester, by scrolling down the page and clicking on the semester you would like to view. Options to print, export to Excel, or download as a pdf are available. At the bottom of the page is a button option to view all activity.

Granting authorized user access

From the Home menu, choose the “Authorized Users” option.



Click on the “Add Authorized User” tab, follow the prompts to complete the required steps.



You can change existing Authorized User information by selecting the other tab.

Removing a saved payment method

From the Home menu, choose "Payment Profile."

The screenshot shows the 'My Account' page with a red navigation bar at the top containing 'My Account', 'Make Payment', 'Refunds', and 'Help'. On the left is an 'Announcement' section. The main content area is divided into 'Student Account' (ID: xxxxx 91, Balance: \$0.00) and 'Statements' (listing eBill and 1098-T statements). On the right is a 'My Profile Setup' sidebar with options: 'Authorized Users', 'Payment Profile' (circled), 'Consents and Agreements', 'Electronic Refunds', and 'Auto Bill Pay'.

The  icon under the **Action** column gives you the options to delete or edit the account.

The screenshot shows the 'My Profile' page with tabs for 'Personal Profile', 'Payment Profile', and 'Notifications'. A yellow banner provides information about saved payment methods. Below is a table titled 'Saved Payment Methods' with columns: 'Payment methods', 'Use for Refunds', 'Modified', and 'Action'. Each row has a gear icon in the 'Action' column. A grey note box is overlaid on the table.

Payment methods	Use for Refunds	Modified	Action
Joint	Yes	5/30/18 21:16:32	
test	No	5/30/18 21:16:26	
Debit Joint	N/A	2/1/18 11:31:04	

Note: Only one account may be used for refunds.

If you scroll further, there are options to add a new saved payment method.

Viewing account activity

The screenshot shows the 'My Account' dashboard. A red navigation bar at the top contains 'My Account', 'Make Payment', 'Refunds', and 'Help'. A dropdown menu is open under 'My Account', with 'Current Activity' circled. The main content area includes a 'Student Account' summary with a balance of \$0.00, a 'Statements' section with links to view the latest eBill Statement and 1098-T Tax statement, and a 'My Profile Setup' sidebar with options like 'Authorized Users', 'Payment Profile', 'Consents and Agreements', 'Electronic Refunds', and 'Auto Bill Pay'.

Options are provided on the upper left to accommodate a variety of needs.

The screenshot shows the 'Current Activity' page. The red navigation bar includes 'My Account', 'Make Payment', 'Refunds', 'Help', and 'My Profile'. The page title is 'Current Activity', and there are buttons for 'Expand All', 'Print All', 'Excel All', and 'PDF All'. A table displays the 'Student Payment Balance' for three semesters: Fall 2017, Spring 2017, and Fall 2016, all with a balance of \$0.00. Arrows point to the expandable chevron icons for each semester row.

Student Payment Balance		\$0.00
> Fall 2017		\$0.00
> Spring 2017		\$0.00
> Fall 2016		\$0.00

Click to reveal detail options per semester.