



# 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.

The screenshot shows the UCM student billing and payment system interface. The top navigation bar includes "My Account", "Make Payment", "Refunds", and "Help". The "Refunds" tab is selected. The main content area features an announcement on the left, a central "Student Account" section with a balance of \$0.00 and buttons for "View Activity" and "Make Payment", and a "Statements" section with links to view the latest eBill Statement and 2015 1098-T Tax statement. On the right, the "My Profile Setup" sidebar includes options like "Authorized Users", "Payment Profile", "Consents and Agreements", "Electronic Refunds" (circled in black), "Auto Bill Pay", and "Notifications". A yellow banner at the top of the main content area prompts the user to sign up for direct deposit of their refunds by completing their setup in the "Refund Account Setup" page.

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.)

The screenshot shows the "eRefunds" page in the UCM student billing and payment system. The page title is "eRefunds" and the subtitle is "eRefunds puts money in your account... FAST!". Below the subtitle, it says "No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund." and "Your refund has been processed." A section titled "Current Refund Method" shows a message: "A Direct Deposit account for refunds has not been set up." and a green "Set Up Account" button.

**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.

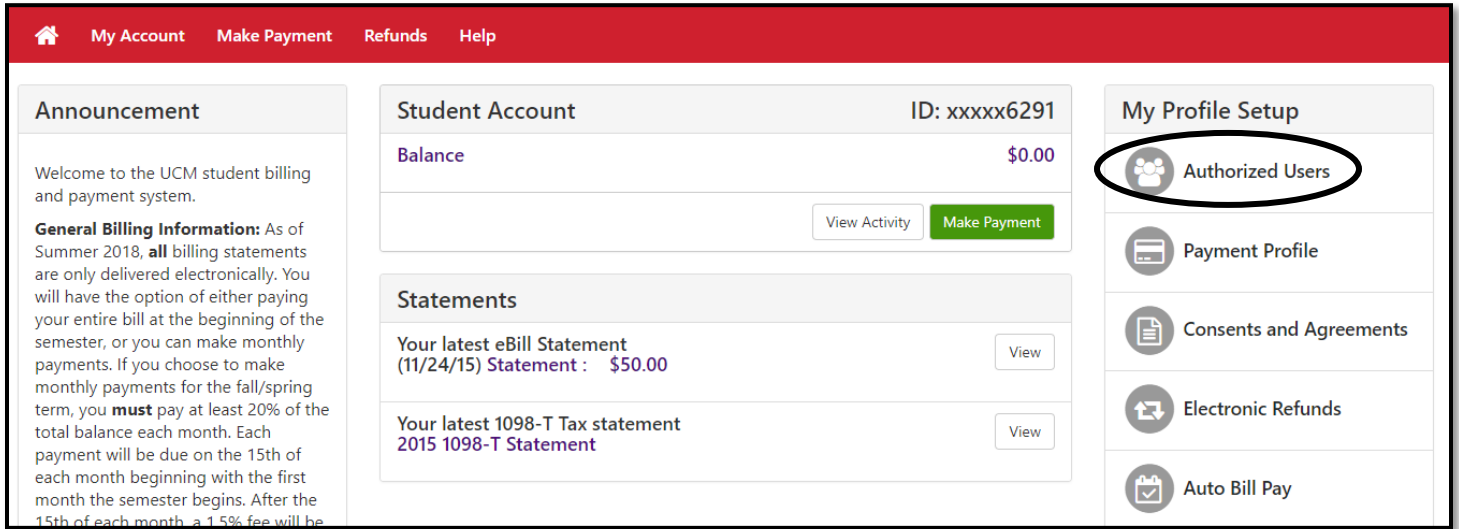
The screenshot shows the 'Statements' page with a navigation menu at the top containing 'My Account', 'Make Payment', 'Refunds', 'Help', and 'My Profile'. The page title is 'Statements'. There are two tabs: 'Billing Statements' and '1098-T Tax Statements'. A yellow banner reads: 'Please make sure your 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 states: '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.

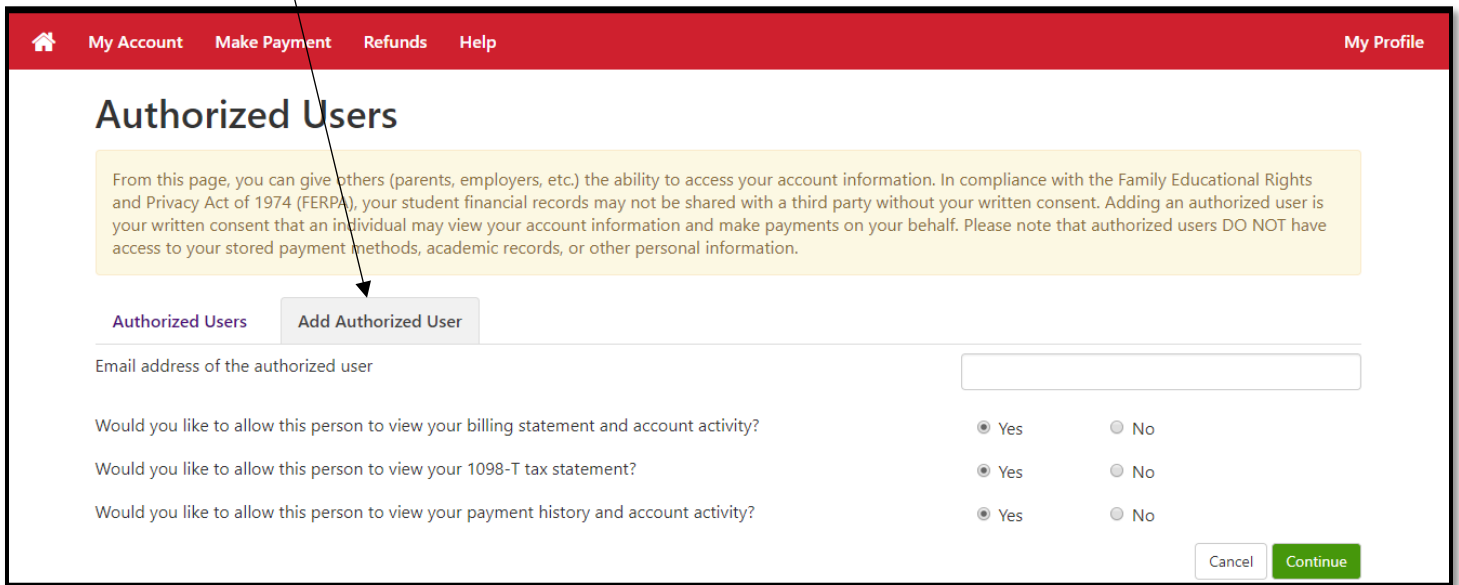
You can also view account activity by semester, by scrolling down the page and clicking on the semester you would like to view. Options to print, export to Excel, or download as a pdf are available. At the bottom of the page is a button option to view all activity.

# 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 with 'General Billing Information'. 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 in black), '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 a red navigation bar at the top containing 'My Account', 'Make Payment', 'Refunds', 'Help', and 'My Profile'. Below the navigation bar are tabs for 'Personal Profile', 'Payment Profile', and 'Notifications'. A yellow informational banner is present. Below it is a 'Saved Payment Methods' section with a table. A grey callout box with the text 'Note: Only one account may be used for refunds.' points to the gear icon in the 'Action' column of 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	

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 'View Activity' button, and a 'Make Payment' button. Below this is a 'Statements' section with links to view the latest eBill Statement and 1098-T Tax statement. On the right, a 'My Profile Setup' sidebar lists 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. A red navigation bar at the top contains 'My Account', 'Make Payment', 'Refunds', 'Help', and 'My Profile'. The page title is 'Current Activity'. On the right, there are buttons for 'Expand All', 'Print All', 'Excel All', and 'PDF All'. The main content is a table with a yellow header row for 'Student Payment Balance' showing \$0.00. Below it are three rows for semesters: 'Fall 2017', 'Spring 2017', and 'Fall 2016', each with a right-pointing chevron and a balance of \$0.00. Three arrows point to the chevrons, indicating they can be clicked to reveal details.

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

Click to reveal detail options per semester.