



## Welcome Parents

We are happy to offer you a secure online payment portal that will allow you a variety of options:

- [Make a Payment](#)
- [View Account Detail](#)
- [View Recent Payments](#)
- [Enroll in Payment Plan](#)
- [View your student's Billing Statement](#)

**Please continue to view step by step instructions to help you through this process.**

Because of both FERPA (Family Educational Rights and Privacy Act) and Red Flag regulations, the student is the only individual allowed access to their Student Financial Services information unless they authorize permission to another individual

Please ask your student to follow the steps in the [Student Guide to Access Your Account](#) and access Parent PINs



**Parent PINs**

[Add New](#)

You currently have no Parent PINs set up.

URL for Parent Pin Login:  
<https://commerce.cashnet.com/uticapay>

The student must complete the information as shown on the right to grant access to a parent or any other individual



**Notice about Parents or Authorized Users:**  
Parents or Authorized Users have access only to make payment, payment history, and balance on the student account. They do NOT have access to financial aid, grades, or other online student information.

Parent PIN

Email Address

Confirm Email Address

Add a note to the welcome email (optional)

Should this person...

be allowed to log in?  Yes  No

have permission to access electronic bills and if so, also receive electronic bill email notifications?

receive Installment Payment Plan email notifications?  Yes  No

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

Once the student has completed the above information and gives permission to all or a portion of the options, an email will then be sent to you at the email address that was provided. It will contain the Login ID, temporary password and a link to access the site

The Parent Pin Login Site is <https://commerce.cashnet.com/uticapay>

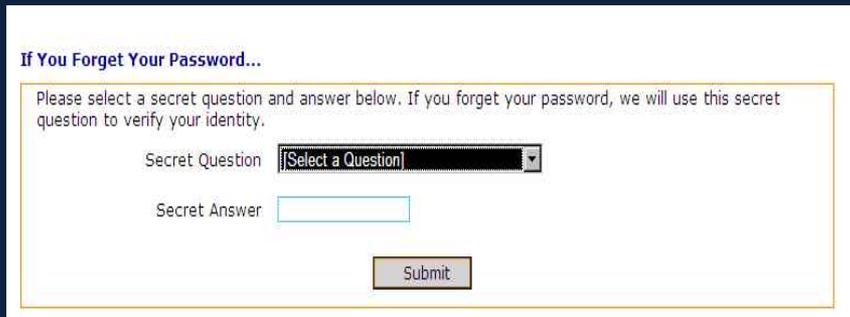
**PLEASE NOTE: You cannot login until the student adds you as an Authorized User**

## Parent Login



Once you have logged into the Parent Pin Login Site this screen will appear. Enter the Parent PIN and Password you received in your email.

The next screen will allow you to create your own password



To protect your identity you will be asked to provide a Secret Question and Secret Answer

### Your Account

This information is accurate up to 06/16/14 11:05:58

Prior Term (Past Due) Balance	0.00
Current Term(s) Balance	23,620.00
Pending Aid/Other Credits	18,537.00
<b>Total Balance On Account</b>	<b>5,083.00</b>

[Make Payment](#)  
[Account Activity Detail](#)

### Your Recent Payments

04/28/2014	\$300.00	<a href="#">View</a>
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[View All](#)

### Your Bills

[View All](#)

To view all your bills click 'View All'.

<input checked="" type="checkbox"/> Billing Statement	06/12/2014	<a href="#">View</a>	<a href="#">Download</a>
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### Installment Payment Plans

[Enroll in the Fall 2014 Payment Plan](#)

### Saved Accounts

[Add New](#)

You have no saved payment methods.

## Available Options

- Make Payment
- View Account Detail
- View Recent Payments
- Enroll in Payment Plan  
(available to eligible students only)
- View your Billing Statement

**Your Bills**

[View All](#)

To view all your bills click 'View All'.

<input checked="" type="checkbox"/> Billing Statement	06/12/2014	<a href="#">View</a>	<a href="#">Download</a>
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**Installment Payment Plans**

[Enroll in the Fall 2014 Payment Plan](#)

➤ To Access your Billing Statement, click on View

➤ Decide How You Will Pay The Total Amount Due

Office of Student Financial Services  
1600 Burrstone Road  
Utica, NY 13502  
315-792-3179

Reggie Trax  
1600 Burrstone Rod  
Utica, NY 13502

PAYMENT SUMMARY	
Statement Date:	06/12/2014
Student ID:	.....}
Current Balance:	\$5,083.00
Due Date:	07/10/2014
<b>TOTAL AMOUNT DUE:</b>	<b>\$5,083.00</b>

DATE	STATEMENT ACTIVITY	CHARGE	CREDIT
06/12/2014	BILL NUMBER: UCE0612140292841 Fall 2014		
	***** CHARGES *****		
	Health and Safety Fee	\$100.00	
	Student Health Insurance Fee	\$635.00	
	Transition Fee	\$150.00	
	Student Activities Fee	\$60.00	
	Technology Fee	\$100.00	
	Housing Charges	\$3,167.00	
	Gold Meal Plan Charges	\$2,800.00	
	Tuition - Day Program	\$16,608.00	
	***** ESTIMATED AID *****		
	Federal Direct Subsidized Loan		\$1,732.00
	Fed Direct Unsubsidized Loan		\$990.00
	UC Achievement Scholarship		\$8,500.00
	Federal Pell Grant		\$2,865.00
	Residence Hall Grant		\$1,000.00
	Utica College Grant		\$650.00
	NYS Tuition Assistance Program		\$2,500.00
	***** DEPOSITS ON ACCOUNT *****		
	47085		\$200.00
	47085		\$100.00

**TOTAL AMOUNT DUE: \$5,083.00**

A detailed Payment Guide is available on our website. Please visit [www.utica.edu/sfs](http://www.utica.edu/sfs). The Payment Guides are located on the right side of the page. If you have any other questions, please contact the Office of Student Financial Services at [sfs@utica.edu](mailto:sfs@utica.edu) or phone 315-792-3179. Thank you.

If payment is not received by the due date, a reminder email will be sent to you

## Option Make a Payment in Full

**Your Account**

This information is accurate up to 06/16/14 11:05:58

Prior Term (Past Due) Balance	0.00
Current Term(s) Balance	23,620.00
Pending Aid/Other Credits	18,537.00
<b>Total Balance On Account</b>	<b>5,083.00</b>

[Make Payment](#)

[Account Activity Detail](#)

If you wish to pay your semester balance in full:  
Select Make Payment

your account view bills make payment help sign out

Reggie Trax

You may now make payments to your account.  
Each line represents a term for which you may make a payment.  
The Pay Amount Box will default to the balance due for the term.  
If you choose to pay a different amount, change the value in the Pay Amount Box.

Description	Pay Amount
Current Term Term Balance: \$5,083.00 Balance Due: \$5,083.00	\$ <input type="text" value="5,083.00"/>
<b>Subtotal \$</b>	5,083.00
<b>Total \$</b>	5,083.00

Verify the amount  
you wish to pay  
And click Continue

Please select your  
method of payment.

Select Method of Payment

Enter new credit card information.

Enter new electronic check information.

Please enter your bank account information and click on the 'Continue Checkout' button.

**IMPORTANT:** Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number

Confirm Bank Account Number

Account Type  Checking  Savings

Routing Transit Number  [What are my Routing Transit and Account Numbers?](#)

Account Holder Name

Email Address

(Optional) Please provide a name for this payment method to be saved for future use:  
 ex: 'MyChecking'

(You'll have a chance to review this order before it's final.)

Please enter your credit card information and click on the 'Continue Checkout' button.

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address

City

State/Province/Region

Zip/Postal Code

Country

Card ID Code

Email Address

(Optional) Please provide a name for this payment method to be saved for future use:  
 ex: 'MyCreditCard'

(You'll have a chance to review this order before it's final.)

If you choose to pay by credit card, you must enter the information as indicated above. You also have the option to keep this credit card information on file for future payments. However, the payment will not automatically pay. You must log in to the payment page to initiate the payment.

If you choose to pay by electronic check, you must enter the information as indicated to the left. You also have the option to keep this account information on file for future payments

After all of the information has been completed click Continue. After you have ensured all payment information is correct, click on Submit Payment. You will receive a receipt in your Utica email

## Option Enroll in Payment Plan

For \* Main Campus Undergraduate students, Utica College offers an option to pay the semester balance over the course of the semester. A down payment (1/5 of the semester balance) and a \$75 enrollment fee is due on or before July 10 (Spring: January 2). The remaining balance is due in 4 equal installments due August, September, October, and November (Spring: February, March, April and May).

The screenshot displays a student portal interface with three main sections: 'Your Bills', 'Installment Payment Plans', and 'Saved Accounts'. The 'Your Bills' section includes a 'View All' link and a list of bills with 'View' and 'Download' options. The 'Installment Payment Plans' section features a link to 'Enroll in the Fall 2014 Payment Plan', which is highlighted by a red arrow. The 'Saved Accounts' section has an 'Add New' link, also highlighted by a red arrow.

\* For Distance Learning students, Utica University offers a similar option to pay the semester balance. Details on this [Payment Plan](#) are available in the [Online Students Payment Guide](#).

If you have chosen to keep payment information on file, you can review and/or edit this information. However, the payment will not automatically pay. You must log in to the payment page to initiate the payment.

**When a payment is due on your account, you will receive a message in the email account you have provided to view your Student's Billing Statement.**

## Option View Account Activity Detail

Your Account	
This information is accurate up to 06/16/14 11:05:58	
Prior Term (Past Due) Balance	0.00
Current Term(s) Balance	23,620.00
Pending Aid/Other Credits	18,537.00
Total Balance On Account	5,083.00
<a href="#">Make Payment</a>	
<a href="#">Account Activity Detail</a>	

Click on Account Activity Detail where you can view all the activity on your account since this secure portal has been activated

ACCOUNT ACTIVITY DETAIL	CHARGES	PAYMENTS/CREDITS
<b>Fall 2014 Charges</b>		
Tuition - Day Program	16,608.00	
Gold Meal Plan Charges	2,800.00	
Housing Charges	3,167.00	
Student Activities Fee	60.00	
Technology Fee	100.00	
Transition Fee	150.00	
Health and Safety Fee	100.00	
Student Health Insurance Fee	635.00	
<b>Fall 2014 Estimated Aid (requirements must be satisfied)</b>		
Federal Direct Subsidized Loan		1,732.00
Fed Direct Unsubsidized Loan		990.00
UC Achievement Scholarship		8,500.00
Federal Pell Grant		2,865.00
Residence Hall Grant		1,000.00
Utica College Grant		650.00
NYS Tuition Assistance Program		2,500.00
<b>Fall 2014 Deposits On Account</b>		
47085		200.00
47085		100.00

Your Recent Payments	
04/28/2014	\$300.00
<a href="#">View All</a>	
<a href="#">View</a>	
eRefund	
<a href="#">Enroll in Direct Deposit of Refunds</a>	

All of Your Recent Payments are available for viewing

## Option Enroll in Direct Deposit of Funds

### eRefund

[Enroll in Direct Deposit of Refunds](#)

Once you have clicked into [Enroll in Direct Deposit of Refunds](#), an [eRefund Signup](#) screen will appear.

After clicking [Yes](#), you need to enter the information as indicated at the right.

**PLEASE ensure that all of the information is correct. An error will result in a delay of your refund.**

### eRefund Signup

Your current status is: **Not Yet Enrolled.**

#### Do you want to use eRefund for direct deposit?

- Yes, I want refunds deposited directly into my bank account.  
 No, I want to continue to receive refunds by check.

Cancel

Continue

### eRefund Signup

#### Enter your bank account information

Name for this Account  ex: 'My Checking' or 'Savings Acct'

Account Holder Name

Account Type  Checking  Savings

New Account Number

Confirm Account Number

Routing Transit Number

[What are my Routing Transit and Account Numbers?](#)

Cancel

Continue

your account view bills make payment **help** sign out

Reggie Trax

**Your Account**

This information is accurate up to 06/23/14 15:32:27

Prior Term (Past Due) Balance	0.00
Current Term(s) Balance	23,620.00
Pending Aid/Other Credits	18,537.00
Total Balance On Account	5,083.00

[Make Payment](#)

[Account Activity Detail](#)

**Your Recent Payments**

04/28/2014	\$300.00	<a href="#">View</a>
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[View All](#)

**eRefund**

[Enroll in Direct Deposit of Refunds](#)

**Parent PINs**

[Add New](#)

You currently have no Parent PINs set up.

URL for Parent PIN Login:  
<https://commerce.cashnet.com/uticapay>

**Your Bills**

[View All](#)

To view all your bills click 'View All'.

<input checked="" type="checkbox"/> Billing Statement	06/12/2014	<a href="#">View</a>	<a href="#">Download</a>
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**Installment Payment Plans**

[Enroll in the Fall 2014 Payment Plan](#)

**Saved Accounts**

[Add New](#)

You have no saved payment methods.

More detailed information is available by clicking Help on the top of your main page



If you don't find your answer, please feel free to contact our office by phone 315-792-3179 or email at [sfs@utica.edu](mailto:sfs@utica.edu)