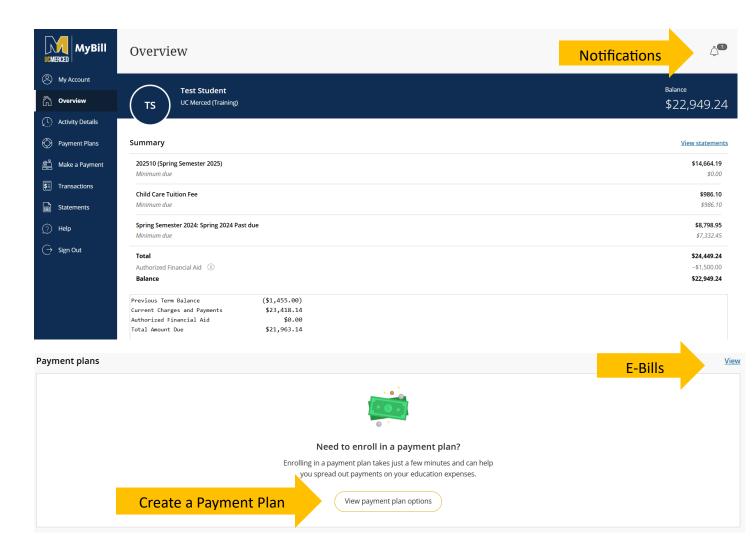
### **Notifications**

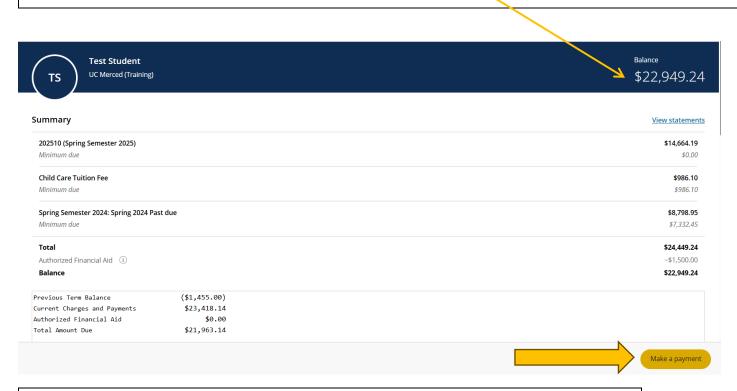


- A notification icon appears at the top right of the Overview Screen.
- Some messages will automatically appear when you log in to your payment portal.
- Notifications will include important information about your account or holds placed on your account if
  - applicable.
- Simply click the icon to view any messages that are present.



### **Summary**

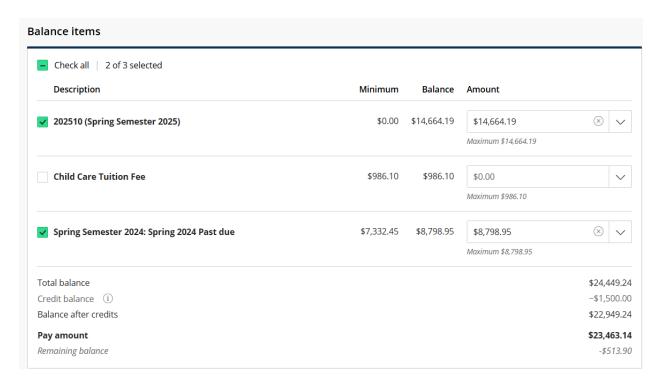
The overall student account balance appears at the very top in the black bar after the student's name. This amount is the actual total balance due for all semesters on the student account.



- The Summary shows you the balance due by each term, if applicable.
- The View Statements link allows you to view the related statements.
- The Detailed Account Activity link allows you to view detailed account activity.
- The Make a Payment link takes you to a screen where you can pay on your account.

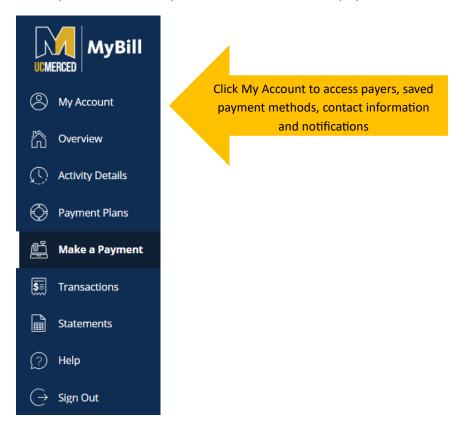
### Make a Payment

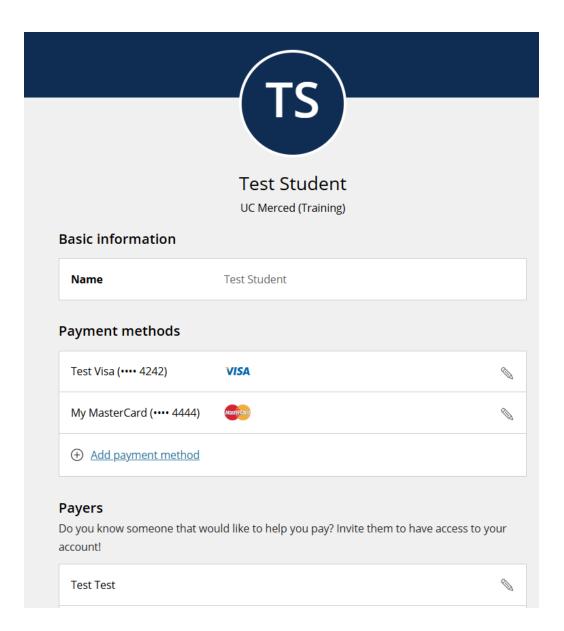
- At the payment screen, the payer can select the term and change the amount before submitting the payment, as shown below.
- Please note: All prior term balances will be paid first, regardless of the term selected.



## My Account

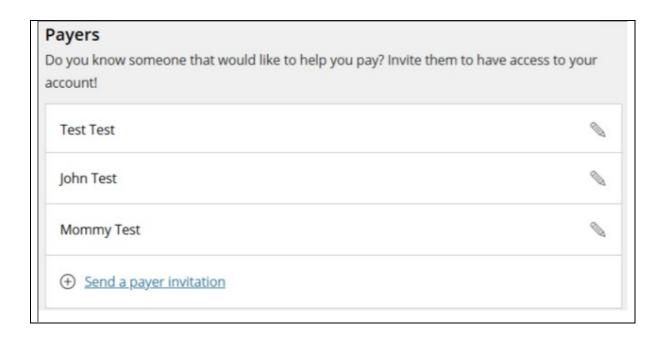
The My Account shows your contact information, payment methods, and account payers.

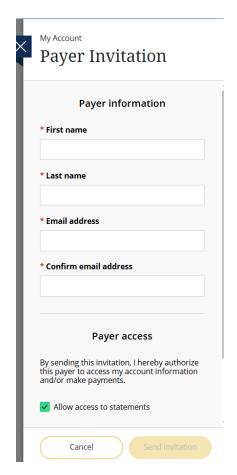




### **Setting up Payer Access**

- For parents or other individuals to receive online access to your student account to view ebills, receive alerts, make online payments, or set up a payment plan, the student must send the individual a "Payer Invitation" and give them the proper permission.
- The student must provide the payer's first and last names and email address. For confirmation, the email address will be required to be entered twice. The student can include an optional message if desired. To send the invitation, click on the "Send invitation" link.





• A welcome message will be automatically sent to the new authorized payer's email address provided. The email will provide the payer with their User ID, temporary password, and a link to access the site. The payer must log-in and complete the setup

process. Please note that the temporary password sent in the email is only valid for 24 hours.

### **To Change Payer Access & Reset Passwords**

To change payer access, remove a payer, or reset passwords, select the "pencil" icon
next to the payer to remove payer access or to resend a new invitation if the password
was forgotten.



### **Activity Details Screen**

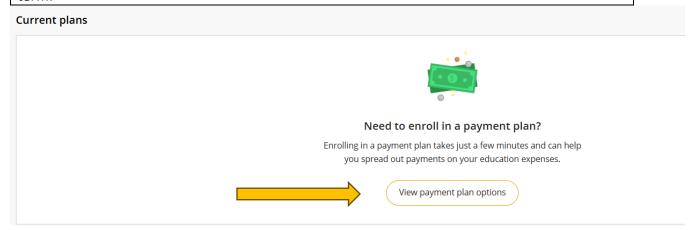
This section is where you will view all your student account activity.

### **Detailed Account Activity** Student ID: 100079907 Previous Term Balance: \$-1455 Authorized Financial Aid Term Description Fund Code Description Pending Credit Student Account Activity Term Transaction Date Description Charges Credits Main Credit Card Payment Spring Semester 2025 March 11, 2025 \$25.00 Spring Semester 2025 March 11, 2025 UG Spring UCSA Fees \$10.00 Spring Semester 2025 March 11, 2025 UG Spring Student Services Fee \$100.00 Spring Semester 2024 March 11, 2025 Main Cashier Payment \$1,500.00 Spring Semester 2025 November 27, 2024 UCSA Fees - Opt Out Spring Semester 2025 November 27, 2024 UG Non-Res Suppl Tuition (Spr) \$14,877.00 UG Spr Health Mandatory Ins November 27, 2024 \$1,552.46 Spring Semester 2025 Spring Semester 2025 November 27, 2024 UG Spring Tuition Fee \$5,721,00 Spring Semester 2025 November 27, 2024 UG Spring Student Services Fee \$564.00 Spring Semester 2025 November 27, 2024 UG Spring Campus Based Fees \$593.68 November 27, 2024 Spring Semester 2025 UG Spring UCSA Fees \$3.50 Fall Semester 2024 October 17, 2024 UCSA Fees - Opt Out \$-3.50 Fall Semester 2024 October 16, 2024 UG Non-Res Suppl Tuit (Fall) \$-14,877.00 Fall Semester 2024 October 16, 2024 UG Fall Health Mandatory Ins \$-1,108.90 Fall Semester 2024 October 16, 2024 UG Fall Tuition Fee \$-5,721.00 Fall Semester 2024 October 16, 2024 UG Fall Student Services Fee \$-564.00

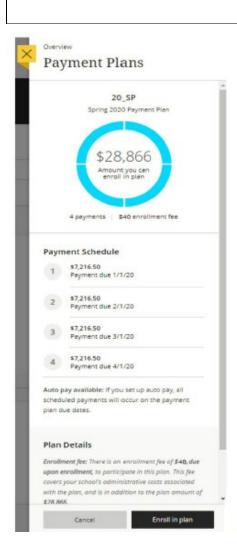
### **Payment Plans**

**Enrolling in a NEW Payment Plan** 

- If a balance is owed, this section will appear in the middle of the screen below the Summary balance to allow enrollment in the Payment Plan.
- Click the link that says "View Payment Plan Options" to sign up for a payment plan for that term.



• After the "View payment plan options" link is clicked, the following sidebar will appear:



The plan will automatically provide you the breakdown of payments and the due dates based upon your account balance. Choose "Enroll in plan" to continue the set up.

**Please note**: All prior term balances must be paid prior to enrolling in the payment plan for the current term.

- After selecting "Enroll in plan," the terms and conditions of the plan will be listed, as well as the payment dates. You must read and accept the terms and conditions before the payment plan can be completed by first selecting the check box at the bottom of the screen and then selecting the "continue" button.
- The next screen will ask for a phone number.
- Finally, a \$40 payment plan fee must be paid before completing the plan set up. You will be given the option of payment by credit card or electronic check. If you have saved payment methods, these will also be listed in the drop-down menu.
- Before submission, you will be asked to confirm that the information is correct. To confirm and complete enrollment, click on the "Pay" link at the bottom right corner.
- After completion, an email with the terms and conditions will be sent to the email address listed.

### **Setting up an AUTO Pay Plan**

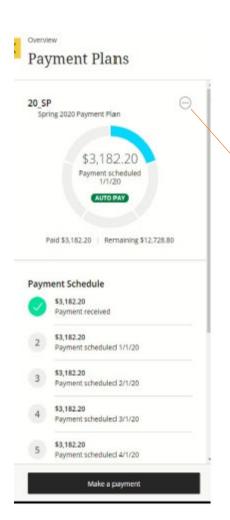
• To set up automatic payments, click on the "Set up auto pay" below the payment plan description. Please note that enrolling in the payment plan the fee of \$40 does not automatically set up automatic payment for your payment plan.



• If you have already enrolled in automatic payments, you will see the green "Auto Pay" amount next to your payment plan description, as shown below.



• Clicking on the payment plan will open up the plan detail screen, which will show the payment history and the payment schedule of the remaining payment.



To see details of the Auto Payment Plan, click on the circle with three dots in the upper right and choose "View Auto Pay."

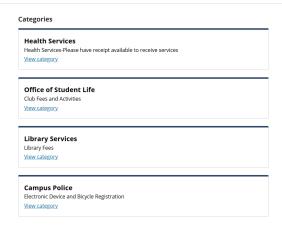
If you need to cancel your enrollment in auto pay select the "Cancel Auto Pay" button.

# **Make a Payment**

 This section will allow you to pay for various services, as well as your student account balance.

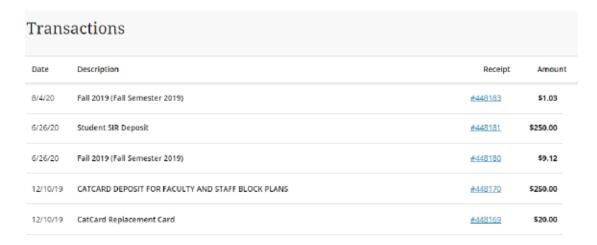
Make a Payment

Available items



### **Transactions**

• This section shows a history of your payment transactions.



### **Statements**

- This section is where you will view your most current and prior e-bills.
- Please keep in mind that e-bills are static in time based on the date of the e-bill and do NOT reflect real-time account balance changes. Students can access current student account detail updated every 24 hours by using the "Detailed Account Activity."
- Students will receive an email to their UC Merced email account notifying them when a new e-bill is available.
- Parents or other authorized payers will also be sent an email notification regarding e-bills if the notification is turned on.

