Welcome Students

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 Direct Deposit of Refunds  
• Give Account Access to Another Individual  
• Enroll in Payment Plan (for eligible students only)  
• View your Billing Statement

Please continue to view step by step instructions to help you through this process.
You must Access Banner Web Login

www.bannerweb.utica.edu
Enter Secure Area and Login using your Username and Password

Once you are an accepted student at Utica College you will be able to receive your username and password at [http://password.utica.edu](http://password.utica.edu)
Then Enter:

Student and Financial Aid

Access My Account
Options offered:

- Make Payment
- View Account Detail
- View Recent Payments
- Enroll in Direct Deposit of Refunds
- Give Account Access to Another Individual
- Enroll in Payment Plan available to eligible students only
- View your Billing Statement
Option – View your Billing Statement

To view all your bills click 'View All'.

To Access your Billing Statement, click on View

Decide How You Will Pay The Total Amount Due

If payment is not received by the due date, a reminder email will be sent to you
Options – Make a Payment in Full

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

Verify the amount you wish to pay
And click **Continue**
Please Indicate your method of payment and click Continue.

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 UC email.
Options – 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. The remaining balance is due in 4 equal installments due August, September, October, and November.

* For Distance Learning students, Utica College offers a similar option to pay the semester balance. Details on this Payment Plan are available in the Online Students Payment Guide.

When a payment is due on your account, you will receive a message in your Utica College email to view your Billing Statement.
Click on **Account Activity Detail** where you can view all the activity on your account since this secure portal has been activated.

All of your recent payments are available for viewing.
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.
Option – Parent PINs

You are the only person who has access to your account. If you wish to add a parent or any other person, you must click into Add New under Parent PINs.

You must complete the information as show on the right to grant access to a parent or any other individual. An email will then be sent to the email address you have provided indicating the temporary password you have created for them.

The Parent Pin Login is https://commerce.cashnet.com/uticapay
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
We are very excited that we are able to offer you this secure online feature.

Have a great UC Day!!