



Student Financial Services is Going GREEN

Welcome Parents

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

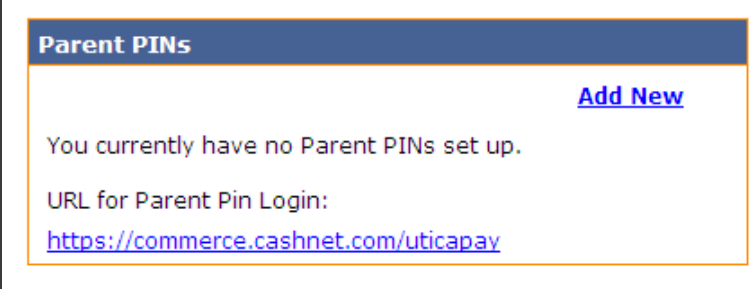
- Make a Payment
- View Account Detail
- View Recent Payments
- Enroll in Payment Plan
- View your student's Billing Statement

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

Parent Access

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

A screenshot of a web page titled "Parent PINs". The page has a blue header with the text "Parent PINs". Below the header, there is a blue link that says "Add New". The main content area contains the text "You currently have no Parent PINs set up." followed by "URL for Parent Pin Login:" and a blue hyperlink: "https://commerce.cashnet.com/uticapay".

Parent PINs

[Add New](#)

You currently have no Parent PINs set up.

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

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.

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

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

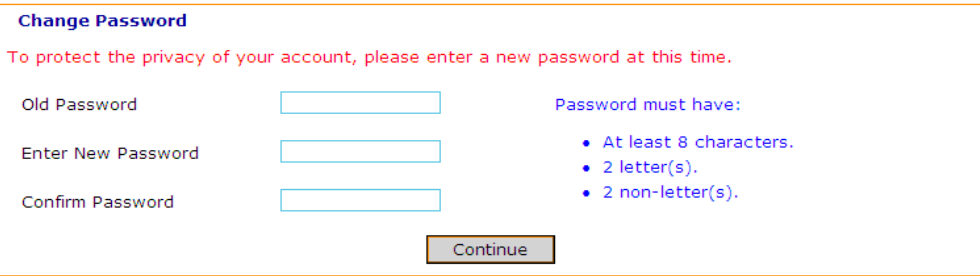
Parent Login



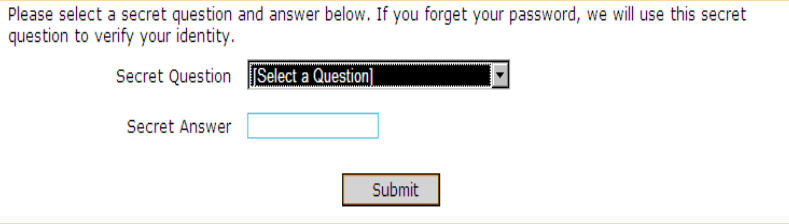
Once you have logged into the Parent Pin Login Site this screen will appear. Enter the Parent PIN and Password you received in your email.



The next screen will allow you to create your own password



If You Forget Your Password...



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





[your account](#) [make payment](#) [help](#) [sign out](#)

reggie trax

Your Account

This information is accurate up to 11/10/11 13:02:42

Prior Term (Past Due) Balance	1,705.54
Current Term(s) Balance	0.00
Pending Aid/Other Credits	0.00
Total Balance On Account	1,705.54

[Make Payment](#)

[Account Activity Detail](#)

Your Recent Payments

		View All
8/13/2011	\$2995.46	View

Installment Payment Plans

[Enroll in the Fall 2011 Payment Plan](#)

Saved Accounts

[Add New](#)

You have no saved payment methods.

Your Bills

[View All](#)

To view all your bills click 'View All'.

Billing Statement	09/26/2011	View Download
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The Available Options

- Make a payment
- View Account Detail
- View Recent Payments
- Enroll in Payment Plan
- View the Billing Statement



Options – Make a Payment

Select Make Payment

Your Account

This information is accurate up to 11/10/11 13:02:42

Prior Term (Past Due) Balance	1,705.54
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Total Balance On Account	1,705.54

[Make Payment](#) 

[Account Activity Detail](#)

Indicate the amount
you wish to pay

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
Past Due (Fall 2011) * Must Pay Prior To Current Term: \$1,705.54 Balance Due: \$1,705.54	\$ 1,705.54
Subtotal \$ 1,705.54	

* Required items. You must pay for these items before you can pay for any other items.

Click the Select Box to submit additional payments:

Select	Description	Pay Amount
<input type="checkbox"/>	Housing Deposit - Undergraduates Returning Amount: \$200.00	\$ 0.00
Subtotal \$ 0.00		
Total \$ 1,705.54		

Continue






Please Indicate your method of payment and click Continue

Select Method of Payment

- Enter new credit card information.
- Enter new electronic check information.

Continue

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

Credit Card Number  We accept:    

Expiration Month

Expiration Year

Cardholder Name

Address Enter the address where you receive the bill for this card.

City

State/Province/Region

Zip/Postal Code

Country

Card ID Code Enter the three or four digit code from your card. [Help](#)

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.)

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

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

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.)

Continue

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

Options – View Account Activity Detail

Your Account

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[Make Payment](#)

[Account Activity Detail](#)



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



ACCOUNT ACTIVITY DETAIL

CHARGES

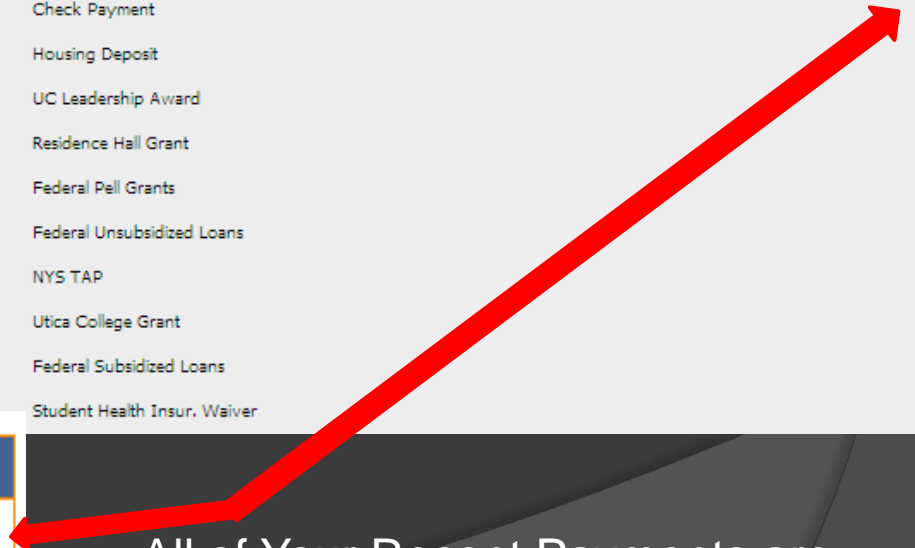
PAYMENTS/CREDITS

Fall 2011 Charges

Technology Fee	100.00
Health & Safety Fee	100.00
Deferred Payment Fee	75.00
Student Health Insurance Fee	600.00
Student Activities Fee	60.00
Housing Burrstone	3,090.00
Gold Meal Plan	2,750.00
Tuition - Day Programs	14,738.00

Fall 2011 Payments and Credits

Check Payment	2,995.46
Housing Deposit	200.00
UC Leadership Award	5,000.00
Residence Hall Grant	1,000.00
Federal Pell Grants	2,775.00
Federal Unsubsidized Loans	995.00
NYS TAP	2,500.00
Utica College Grant	2,000.00
Federal Subsidized Loans	1,742.00
Student Health Insur. Waiver	600.00



Your Recent Payments

[View All](#)

8/13/2011 \$ 2995.46

[View](#)

All of Your Recent Payments are available for viewing

Options – Enroll in Payment Plan

Installment Payment Plans

[Enroll in the Fall 2011 Payment Plan](#)

Utica College offers an option to pay the semester balance in 3 equal payments. The cost to enroll in the Payment Plan is \$ 75.00 per semester

Saved Accounts

[Add New](#)

My Credit Card

[Edit](#)

If you have chosen to keep payment information on file, you can review and/or edit this information.


When a payment is due on the account, an email will be sent to the student's Utica College email and your email (if permission is granted) to view the **Billing Statement.**

Option – View the Billing Statement

Your Bills

[View All](#)

To view all your bills click 'View All'.


 Billing Statement 09/26/2011 [View](#)
[Download](#)



View and/or Download will access the Billing Statement



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



UTICA COLLEGE

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

Reggie Trax
 1600 Burrstone Road
 Utica, NY 13502

PAYMENT SUMMARY	
Statement Date:	09/26/2011 .
Student ID:	000000001 .
Current Balance:	\$ 1705.54 .
Due Date:	9/30/2011 .
TOTAL AMOUNT DUE:	\$1,705.54

If you are mailing a payment, include the top portion. Keep the lower portion for your records.

DATE	STATEMENT ACTIVITY	CHARGE	CREDIT
11/15/2011	BILL NUMBER: UC1115110017888 Fall 2011 ***** CHARGES *****		
	Deferred Payment Fee	\$75.00	
	Health & Safety Fee	\$100.00	
	Student Activities Fee	\$60.00	
	Student Health Insurance Fee	\$600.00	
	Technology Fee	\$100.00	
	Housing Burrstone	\$3,090.00	
	Gold Meal Plan	\$2,750.00	
	Tuition - Day Programs	\$14,738.00	
	***** PAYMENTS AND CREDITS *****		
	Check Payment		\$2,995.46
	Housing Deposit		\$200.00
	Federal Pell Grants		\$2,775.00
	Federal Subsidized Loans		\$1,742.00
	Federal Unsubsidized Loans		\$995.00
	NYS TAP		\$2,500.00
	Residence Hall Grant		\$1,000.00
	Utica College Grant		\$2,000.00
	UC Leadership Award		\$5,000.00
	Student Health Insur. Waiver		\$600.00
		TOTAL AMOUNT DUE:	\$1,705.54

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Your Recent Payments

8/13/2011	\$2995.46
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[View All](#)
[View](#)

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You have no saved payment methods.

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 Billing Statement 09/26/2011

[View](#)
[Download](#)

QUESTIONS?

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



Student Financial Services is Going GREEN

We are very excited that we
are able to offer you this
secure online feature

Have a great UC Day!!

