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.

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.

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.
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.
<table>
<thead>
<tr>
<th>Your Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>This information is accurate up to 06/16/14 11:05:58</td>
</tr>
<tr>
<td>Prior Term (Past Due) Balance</td>
</tr>
<tr>
<td>Current Term(s) Balance</td>
</tr>
<tr>
<td>Pending Aid/Other Credits</td>
</tr>
<tr>
<td>Total Balance On Account</td>
</tr>
</tbody>
</table>

**Make Payment**

**Account Activity Detail**

<table>
<thead>
<tr>
<th>Your Recent Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/28/2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your Bills</th>
</tr>
</thead>
<tbody>
<tr>
<td>To view all your bills click 'View All'.</td>
</tr>
<tr>
<td>Latest Billing Statement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Installment Payment Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll in the Fall 2014 Payment Plan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Saved Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have no saved payment methods.</td>
</tr>
</tbody>
</table>

### Available Options

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

* 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.
Option
View Account Activity Detail

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.
Enroll in Direct Deposit of Funds

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.
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