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
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
Then Enter:

Student and Financial Aid

Student Account

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
Options – Make a Payment

Select **Make Payment**

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

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

![Credit Card Information](image1)

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.

![Electronic Check Information](image2)

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.

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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 – 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.

<table>
<thead>
<tr>
<th>Your Recent Payments</th>
<th>View All</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/13/2011</td>
<td>$ 2,995.46</td>
</tr>
</tbody>
</table>

**Your Account**

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

<table>
<thead>
<tr>
<th>Prior Term (Past Due) Balance</th>
<th>1,705.54</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Term(s) Balance</td>
<td>0.00</td>
</tr>
<tr>
<td>Pending Aid/Other Credits</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Balance On Account</td>
<td>1,705.54</td>
</tr>
</tbody>
</table>

**Make Payment**

**Account Activity Detail**

**ACCOUNT ACTIVITY DETAIL**

**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 Burstones: 2,000.00
- Gold Meal Plan: 2,750.00
- Tuition - Day Programs: 14,738.00

**Fall 2011 Payments and Credits**

- Check Payment: 2,995.46
- Housing Deposit: 100.00
- 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
Options – 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.
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
Options – Enroll in Payment Plan

For Main Campus Undergraduate students, 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.

For Distance Learning students, Utica College offers a similar option to pay the semester balance. Details on this Payment Plan will be emailed to you once you register for your classes.

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

When a payment is due on your account, you will receive a message in your Utica College email to view your Billing Statement.
Option – View your Billing Statement

View and/or Download will access your Billing Statement

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