



# Student Financial Services is Going GREEN

## 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



The screenshot shows the Utica College website with a navigation menu. The 'Banner Web Login' option is highlighted in a dropdown menu, indicated by a red arrow. The website header includes the college name and tagline, and the navigation menu lists various categories like Home, About UC, Admissions, etc.

**UTICA COLLEGE**  
TRADITION. OPPORTUNITY. TRANSFORMATION.®

HOME ABOUT UC ADMISSIONS ACADEMICS LIBRARY STUDENT LIFE ATHLETICS ALUMNI PARENTS OFFICES/DIRECTORIES

Academic Programs  
Faculty Directory  
Calendar & Deadlines  
Catalogs  
Course Schedules  
Graduate Studies  
UticaOnline  
**Banner Web Login**  
Registrar  
Where Do I Go For Help?

**Learning That Makes You Stronger.**

Expand your understanding of the world, and challenge yourself in ways you never imagined possible.

- Videos
- Viewbook
- Apply

**UC to Host Educational Forum on Hydrofracking**

Utica, NY (11/07/2011) - Panel of Experts to Present Views, Answer Questions ...Learn more.

**UC in the News:** 1 2 3 4 **RSS**

**Inspire And Lead**  
Earn your master's in Education or Educational Leadership. ...Learn more.

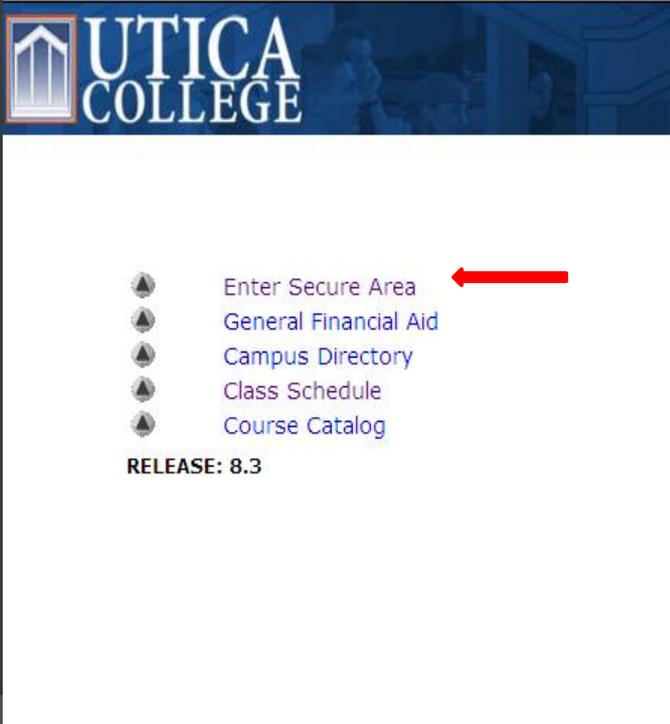
**Risk Worth Taking**  
Insure your success with Risk Management and Insurance, one of UC's cutting edge business programs. ...Learn

**Upcoming Events**  
11/11/2011 - Fall Open House  
11/14/2011 - Film: Drums Along The Mohawk  
11/16/2011 - Jeff Friedman, poet

# 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

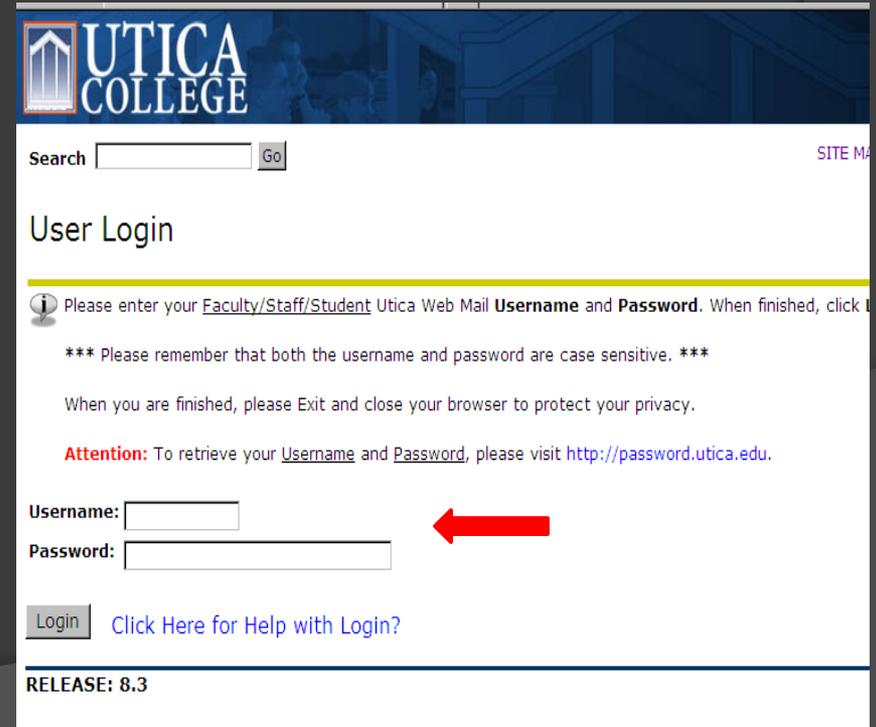
<http://password.utica.edu>



UTICA COLLEGE

- Enter Secure Area
- General Financial Aid
- Campus Directory
- Class Schedule
- Course Catalog

RELEASE: 8.3



UTICA COLLEGE

Search  Go

SITE MA

## User Login

Please enter your Faculty/Staff/Student Utica Web Mail **Username** and **Password**. When finished, click t

\*\*\* Please remember that both the username and password are case sensitive. \*\*\*

When you are finished, please Exit and close your browser to protect your privacy.

**Attention:** To retrieve your Username and Password, please visit <http://password.utica.edu>.

Username:

Password:

Login [Click Here for Help with Login?](#)

RELEASE: 8.3

Search  

## Main Menu

Welcome, Reggie T. Trax, to the Utica College Banner Web System  
pm

### Personal Information

Update addresses and contact information; Review name or social security number

### Student and Financial Aid

Register; View your academic records; View account information; View your financial aid

uticaonline, Angel Learning

e-Learning from Utica College

# Then Enter:

# Student and Financial Aid

Search  [RETURN TO MENU](#)

## Student

### Registration

Check your registration status, class schedule and add or drop classes

### Student Records

View your holds, grades, transcripts, and degree evaluations

### Student Account

View your account summaries, statement/payment history and tax information

Utica College Student Information Survey

Enrollment Verification

[RETURN TO MENU](#) [SITE MAP](#)

# Student Account

Search  

## Student Account

### Access My Account

View financial account summary, make payments, enroll in payment plans

Select Tax Year

Tax Notification

View Holds

# Access My Account



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

reggie trax

**Your Account**

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

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

[Make Payment](#)

[Account Activity Detail](#)

**Your Recent Payments**

<b>8/13/2011</b>	<b>\$2995.46</b>	<a href="#">View All</a>
		<a href="#">View</a>

**eRefund**

[Enroll in Direct Deposit of Refunds](#)

**Parent PINs**

[Add New](#)

You currently have no Parent PINs set up.

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

**Installment Payment Plans**

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

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**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	<a href="#">View</a>
		<a href="#">Download</a>

## 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

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
<b>Total Balance On Account</b>	<b>1,705.54</b>
<a href="#">Make Payment</a>	
<a href="#">Account Activity Detail</a>	

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
<b>Subtotal \$ 1,705.54</b>	

\* 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
<b>Subtotal \$ 0.00</b>		
<b>Total \$ 1,705.54</b>		
<input type="button" value="Continue"/>		

Indicate the amount  
you wish to pay

# 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

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

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

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

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

## Your Account

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

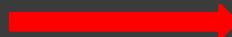
<b>Prior Term (Past Due) Balance</b>	1,705.54
<b>Current Term(s) Balance</b>	0.00
<b>Pending Aid/Other Credits</b>	0.00
<b>Total Balance On Account</b>	1,705.54

[Make Payment](#)

[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



## 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 Direct Deposit of Refunds

eRefund

[Enroll in Direct Deposit of Refunds](#)

Once you have clicked into Enroll in Direct Deposit of Refunds, an eRefund Signup screen will appear.



## eRefund Signup

Your current status is: **Not Yet Enrolled.**

**Do you want to use eRefund for direct deposit?**

- Yes, I want refunds deposited directly into my bank account.
- No, I want to continue to receive refunds by check.

Cancel

Continue

After clicking Yes, you need to enter the information as indicated at the right.



## eRefund Signup

**Enter your bank account information**

Name for this Account  ex: 'My Checking' or 'Savings Acct'

Account Holder Name

Account Type  Checking  Savings

New Account Number

Confirm Account Number

Routing Transit Number

[What are my Routing Transit and Account Numbers?](#)

Cancel

Continue

**PLEASE ensure that all of the information is correct. An error will result in a delay of your refund.**

# Option – Parent PINs

**Parent PINs**

[Add New](#)

You currently have no Parent PINs set up.

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

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.

## 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?

Access & Receive Emails

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.

OK

Cancel

The Parent Pin Login is <https://commerce.cashnet.com/uticapay>

# Options – Enroll in Payment Plan

## Installment Payment Plans

[Enroll in the Fall 2011 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.

## 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 your account, you will receive a message in your Utica College email to view your Billing Statement.

# Option – View your 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 your 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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[Make Payment](#)

[Account Activity Detail](#)

### Your Recent Payments

[View All](#)  
[View](#)

**8/13/2011 \$2995.46**

### eRefund

[Enroll in Direct Deposit of Refunds](#)

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[Add New](#)

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[/uticapay](#)

### Installment Payment Plans

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

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[Add New](#)

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[View All](#)

To view all your bills click 'View All'.

 Billing Statement 09/26/2011

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

# QUESTIONS?

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](mailto:sfs@utica.edu)



**UTICA  
COLLEGE**

## 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!!

