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 at 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
Student Portal Access

Then Enter:

Student Services

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
Option

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Statement Activity</th>
<th>Charge</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>06/12/2014</td>
<td>BILL NUMBER: UCE061214029841 Fall 2014</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Health and Safety Fee</td>
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<tr>
<td></td>
<td>Student Health Insurance Fee</td>
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<tr>
<td></td>
<td>Transition Fee</td>
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<tr>
<td></td>
<td>Student Activities Fee</td>
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<tr>
<td></td>
<td>Technology Fee</td>
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<tr>
<td></td>
<td>Housing Charges</td>
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<tr>
<td></td>
<td>Gold Meal Plan Charges</td>
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<tr>
<td></td>
<td>Tuition - Day Program</td>
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<td></td>
<td>*********** ESTIMATED AID ***********</td>
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<tr>
<td></td>
<td>Federal Direct Subsidized Loan</td>
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<tr>
<td></td>
<td>Fed Direct Unsubsidized Loan</td>
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<tr>
<td></td>
<td>UC Achievement Scholarship</td>
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<tr>
<td></td>
<td>Federal Pell Grant</td>
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<tr>
<td></td>
<td>Residence Hall Grant</td>
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<td></td>
<td>Utica College Grant</td>
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<td></td>
<td>NYS Tuition Assistance Program</td>
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<td>********** DEPOSITS ON ACCOUNT **********</td>
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<tr>
<td>47065</td>
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<td>$200.00</td>
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</tr>
<tr>
<td>47065</td>
<td></td>
<td>$100.00</td>
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</table>

**TOTAL AMOUNT DUE:** $5,083.00
If you wish to pay your semester balance in full: Select **Make Payment**

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

Select Method of Payment

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

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.
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 College 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.

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 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.
Option
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.
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 shown 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
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