



Welcome Students

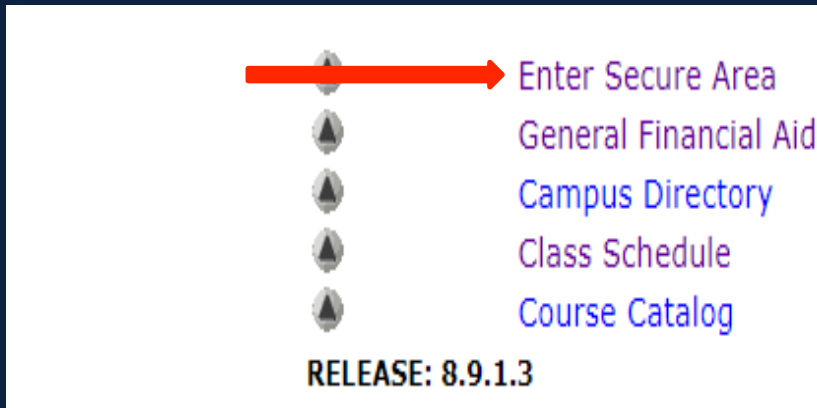
We are happy to offer you a secure online payment portal that will allow you a variety of options:

- [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.**

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>



User Login

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

*** 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:

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

Student Portal Access

Main Menu

Welcome, Reggie T. Trax, to the Utica College Banner Web System! Last web access on May 27, 2014

Personal Information

Update addresses and contact information; Review name or social security number change information; Customize your directory profile.

Student Services

Register; View your academic records; View account information

uticaonline, Angel Learning

e-Learning from Utica College

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

RELEASE: 8.6

Personal Information Student Services

Search

Go

Student Account

Access My Account

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

Select Tax Year

Tax Notification

View Holds

RELEASE: 8.6

Then Enter:

Student Services

Student Account

Access My Account

Your Account

This information is accurate up to 06/16/14 11:05:58

Prior Term (Past Due) Balance	0.00
Current Term(s) Balance	23,620.00
Pending Aid/Other Credits	18,537.00
Total Balance On Account	5,083.00

[Make Payment](#) ★
[Account Activity Detail](#) ★

Your Recent Payments

[View All](#)

04/28/2014	\$300.00	View ★
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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>

Your Bills

[View All](#)

To view all your bills click 'View All'.

<input checked="" type="checkbox"/> Billing Statement	06/12/2014	View	★
		Download	

Installment Payment Plans

[Enroll in the Fall 2014 Payment Plan](#)

Saved Accounts

[Add New](#)

You have no saved payment methods.

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

Your Bills

[View All](#)

To view all your bills click 'View All'.


✉ Billing Statement 06/12/2014 [View](#) [Download](#)

Installment Payment Plans

[Enroll in the Fall 2014 Payment Plan](#)

- 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



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

Reggie Trax
1600 Burrstone Rod
Utica, NY 13502

PAYMENT SUMMARY

Statement Date:	06/12/2014
Student ID:	}
Current Balance:	\$5,083.00
Due Date:	07/10/2014
TOTAL AMOUNT DUE:	\$5,083.00

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

DATE	STATEMENT ACTIVITY	CHARGE	CREDIT
06/12/2014	BILL NUMBER: UCE0612140292841 Fall 2014		
	***** CHARGES *****		
	Health and Safety Fee	\$100.00	
	Student Health Insurance Fee	\$635.00	
	Transition Fee	\$150.00	
	Student Activities Fee	\$60.00	
	Technology Fee	\$100.00	
	Housing Charges	\$3,167.00	
	Gold Meal Plan Charges	\$2,800.00	
	Tuition - Day Program	\$16,608.00	
	***** ESTIMATED AID *****		
	Federal Direct Subsidized Loan		\$1,732.00
	Fed Direct Unsubsidized Loan		\$990.00
	UC Achievement Scholarship		\$8,500.00
	Federal Pell Grant		\$2,865.00
	Residence Hall Grant		\$1,000.00
	Utica College Grant		\$650.00
	NYS Tuition Assistance Program		\$2,500.00
	***** DEPOSITS ON ACCOUNT *****		
	47085		\$200.00
	47085		\$100.00
			TOTAL AMOUNT DUE: \$5,083.00

A detailed Payment Guide is available on our website. Please visit www.utica.edu/sfs. The Payment Guides are located on the right side of the page. If you have any other questions, please contact the Office of Student Financial Services at sfs@utica.edu or phone 315-792-3179. Thank you.

Option Make a Payment in Full

Your Account

This information is accurate up to 06/16/14 11:05:58

Prior Term (Past Due) Balance	0.00
Current Term(s) Balance	23,620.00
Pending Aid/Other Credits	18,537.00
Total Balance On Account	5,083.00

[Make Payment](#)

[Account Activity Detail](#)

If you wish to pay your semester balance in full:
Select Make Payment

your account view bills make payment help sign out

Reggie Trax

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
Current Term Term Balance: \$5,083.00 Balance Due: \$5,083.00	\$ <input type="text" value="5,083.00"/>
Subtotal \$	5,083.00
Total \$	5,083.00

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.

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

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

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

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).

Your Bills [View All](#)

To view all your bills click 'View All'.

<input checked="" type="checkbox"/> Billing Statement	06/12/2014	View	Download
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Installment Payment Plans

[Enroll in the Fall 2014 Payment Plan](#)

Saved Accounts [Add New](#)

You have no saved payment methods.

* 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.

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

Option View Account Activity Detail

Your Account	
This information is accurate up to 06/16/14 11:05:58	
Prior Term (Past Due) Balance	0.00
Current Term(s) Balance	23,620.00
Pending Aid/Other Credits	18,537.00
Total Balance On Account	5,083.00
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 2014 Charges		
Tuition - Day Program	16,608.00	
Gold Meal Plan Charges	2,800.00	
Housing Charges	3,167.00	
Student Activities Fee	60.00	
Technology Fee	100.00	
Transition Fee	150.00	
Health and Safety Fee	100.00	
Student Health Insurance Fee	635.00	
Fall 2014 Estimated Aid (requirements must be satisfied)		
Federal Direct Subsidized Loan		1,732.00
Fed Direct Unsubsidized Loan		990.00
UC Achievement Scholarship		8,500.00
Federal Pell Grant		2,865.00
Residence Hall Grant		1,000.00
Utica College Grant		650.00
NYS Tuition Assistance Program		2,500.00
Fall 2014 Deposits On Account		
47085		200.00
47085		100.00

Your Recent Payments	
04/28/2014	\$300.00
View All	
View	
eRefund	
Enroll in Direct Deposit of Refunds	

All of Your Recent Payments are available for viewing

Option Enroll in Direct Deposit of Funds

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

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.



Parent PINs

[Add New](#)

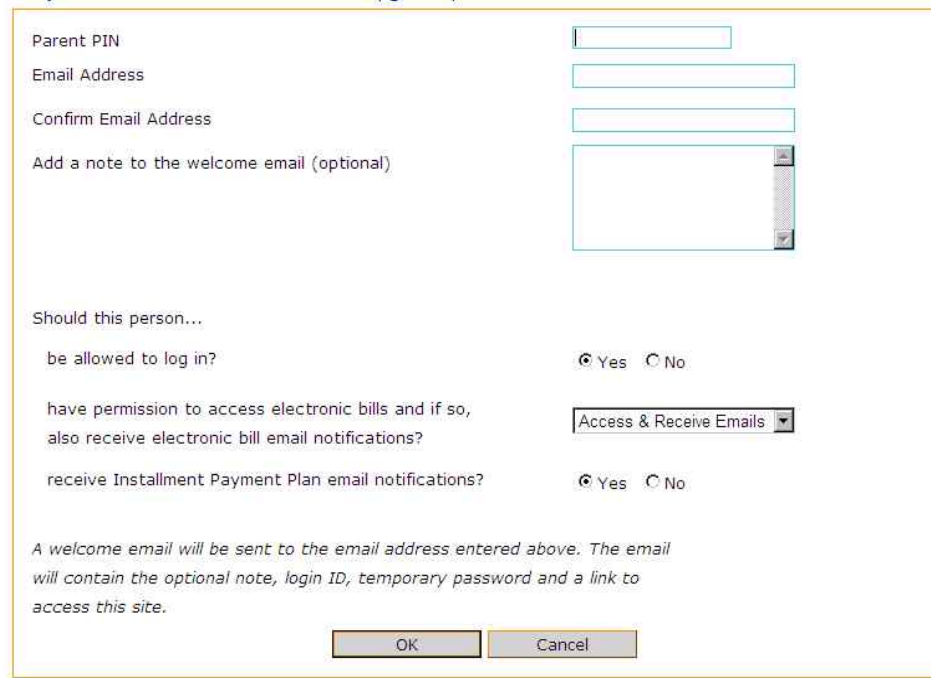
You currently have no Parent PINs set up.

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

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.

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

QUESTIONS?

your account view bills make payment **help** sign out

Reggie Trax

Your Account

This information is accurate up to 06/23/14 15:32:27

Prior Term (Past Due) Balance	0.00
Current Term(s) Balance	23,620.00
Pending Aid/Other Credits	18,537.00
Total Balance On Account	5,083.00

[Make Payment](#)
[Account Activity Detail](#)

Your Bills

[View All](#)

To view all your bills click 'View All'.

<input checked="" type="checkbox"/> Billing Statement	06/12/2014	View Download
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Installment Payment Plans

[Enroll in the Fall 2014 Payment Plan](#)

Saved Accounts

[Add New](#)

You have no saved payment methods.

Your Recent Payments

04/28/2014	\$300.00	View All View
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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>

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