UTICA
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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.

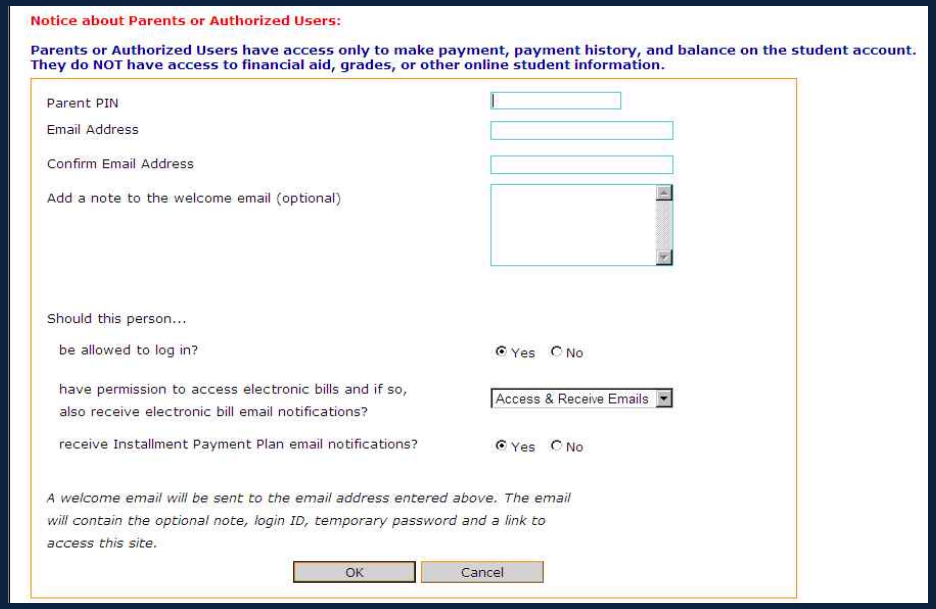
Parent Access

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

Parent Access

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

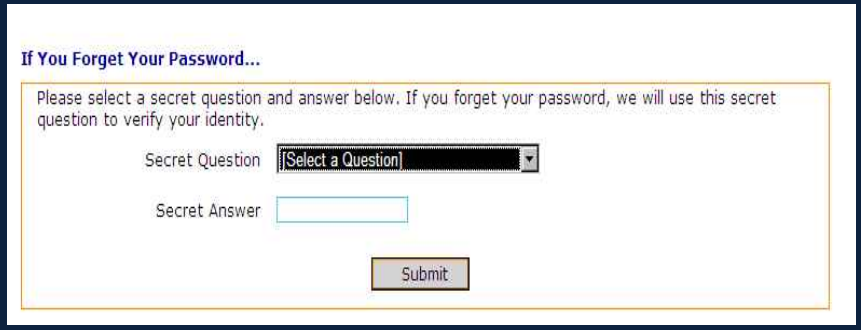
The Parent Pin Login Site is https://commerce.cashnet.com/uticapay

PLEASE NOTE: You cannot login until the student adds you as an Authorized User

Parent Login

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

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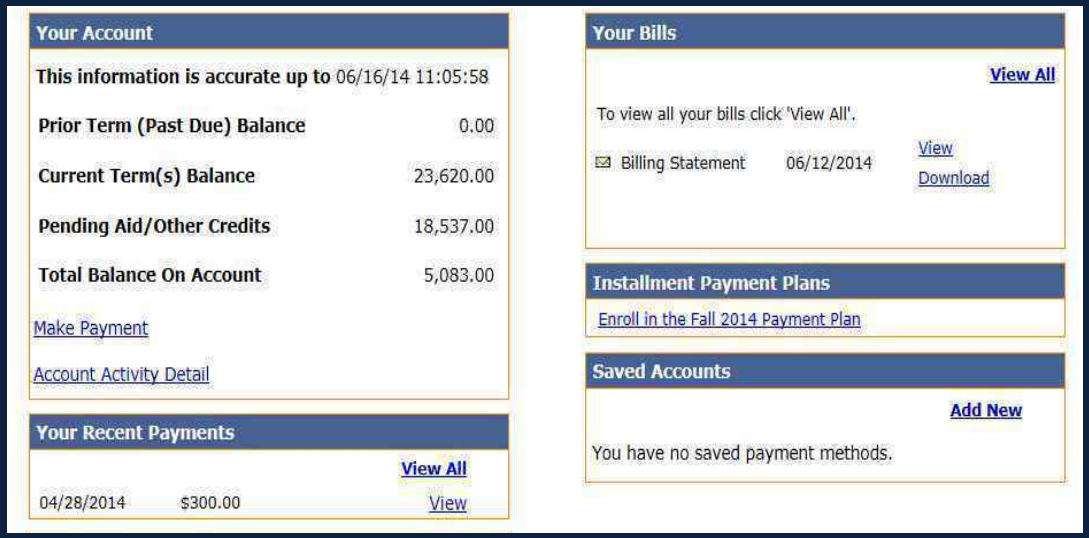

Available Options

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

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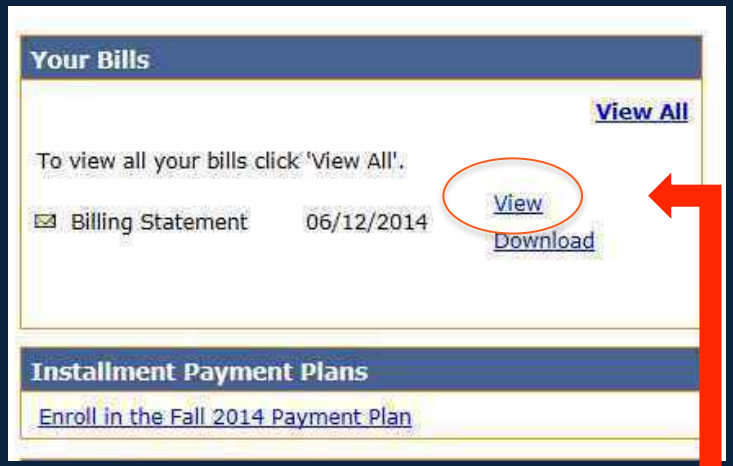

- **To Access your Billing Statement, click on View**
- **Decide How You Will Pay The Total Amount Due**

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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:	[redacted]
Current Balance:	$5,083.00
Due Date:	07/10/2014
TOTAL AMOUNT DUE:	**$5,083.00**

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.

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

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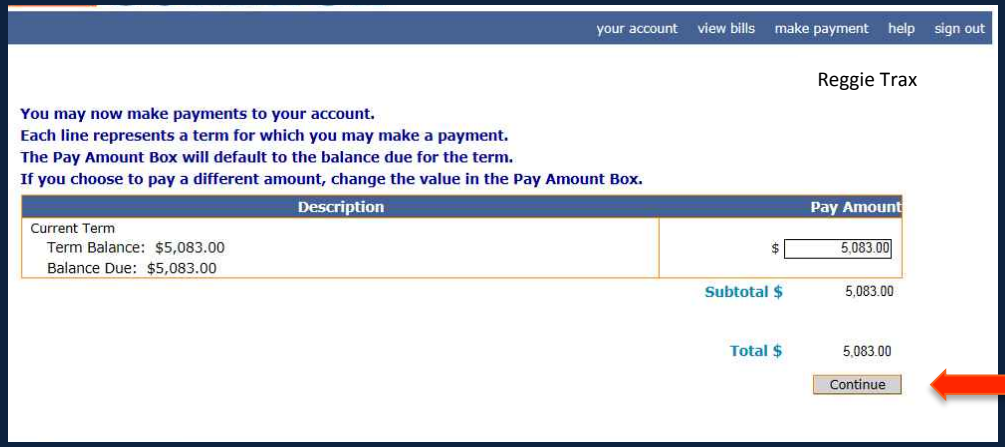
Option
Make a Payment in Full

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



Verify the amount you wish to pay And click Continue

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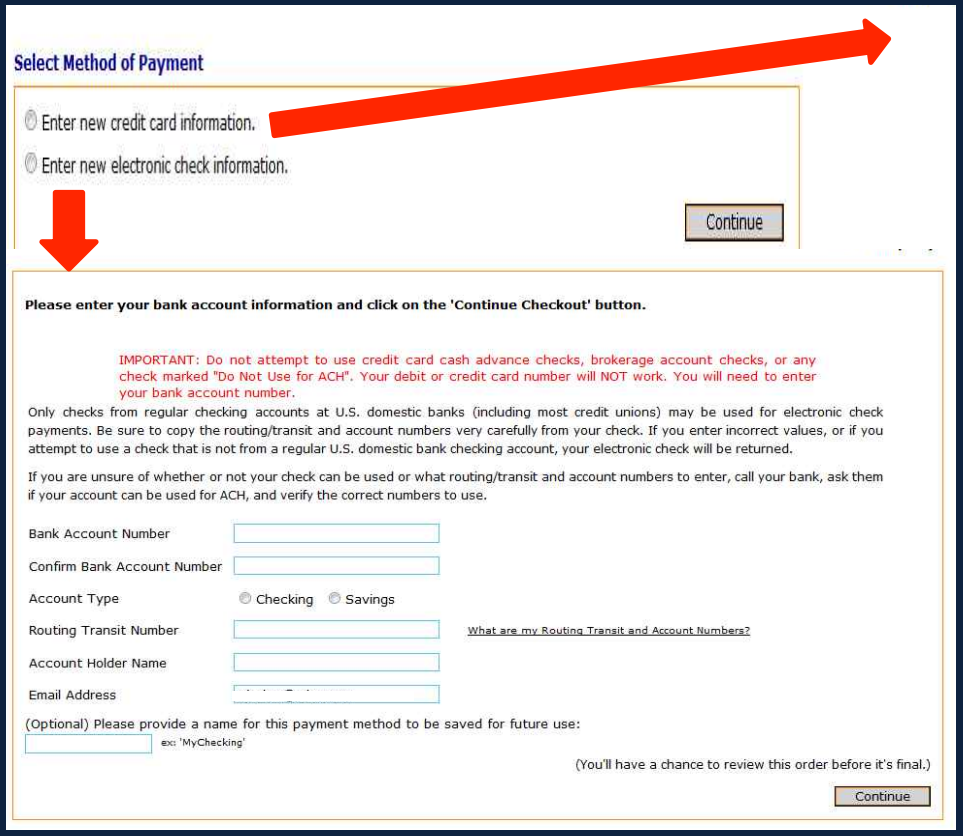
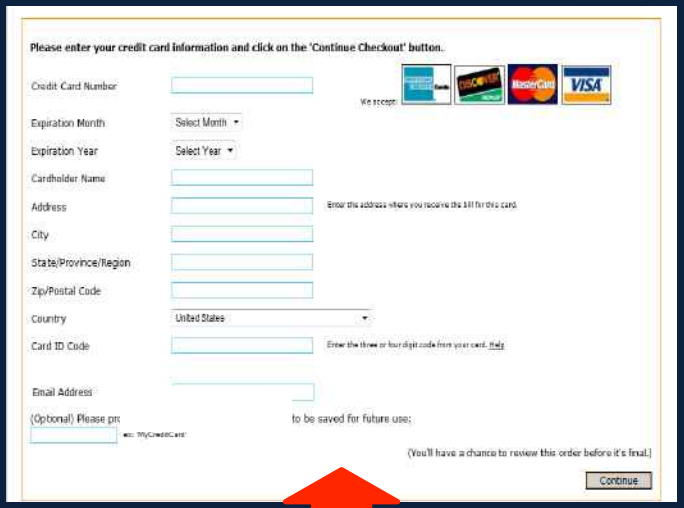
Please select your method of payment.





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

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Option
Enroll in Payment Plan

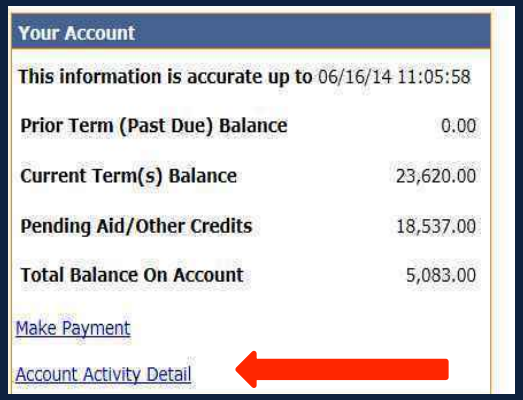
For * Main Campus Undergraduate students, Utica College offers an option to pay the semester balance over the course of the semester. A down payment (1/5 of the semester balance) and a $75 enrollment fee is due on or before July 10 (Spring: January 2). The remaining balance is due in 4 equal installments 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.

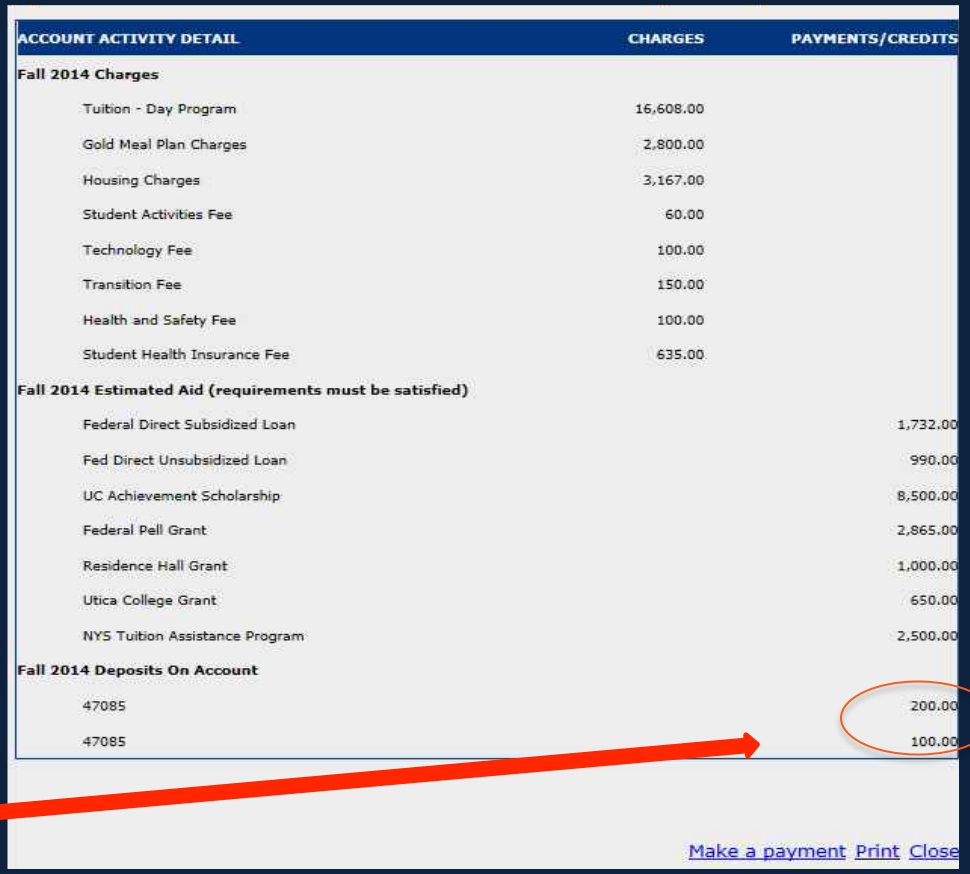
If you have chosen to keep payment information on file, you can review and/or edit this information. However, the payment will not automatically pay. You must log in to the payment page to initiate the payment.

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
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



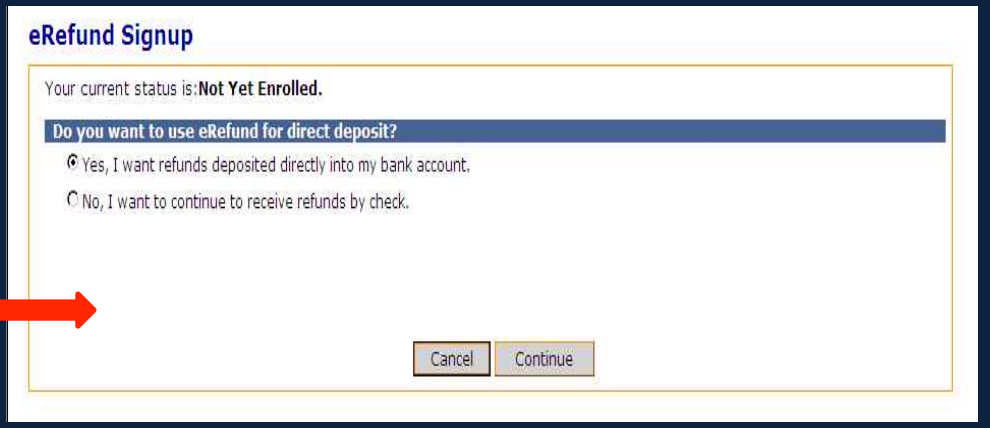
ACCOUNT ACTIVITY DETAIL	CHARGES	PAYMENTS/CREDITS
Fall 2014 Charges		
Tuition - Day Program	16,608.00	
Gold Meal Plan Charges	2,800.00	
Housing Charges	3,167.00	
Student Activities Fee	60.00	
Technology Fee	100.00	
Transition Fee	150.00	
Health and Safety Fee	100.00	
Student Health Insurance Fee	635.00	
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

Make a payment Print Close

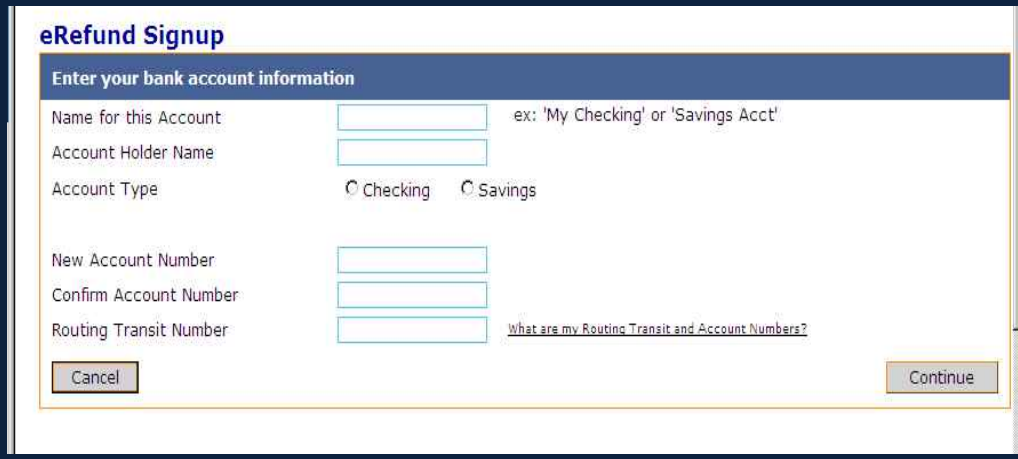
All of Your Recent Payments are available for viewing

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.

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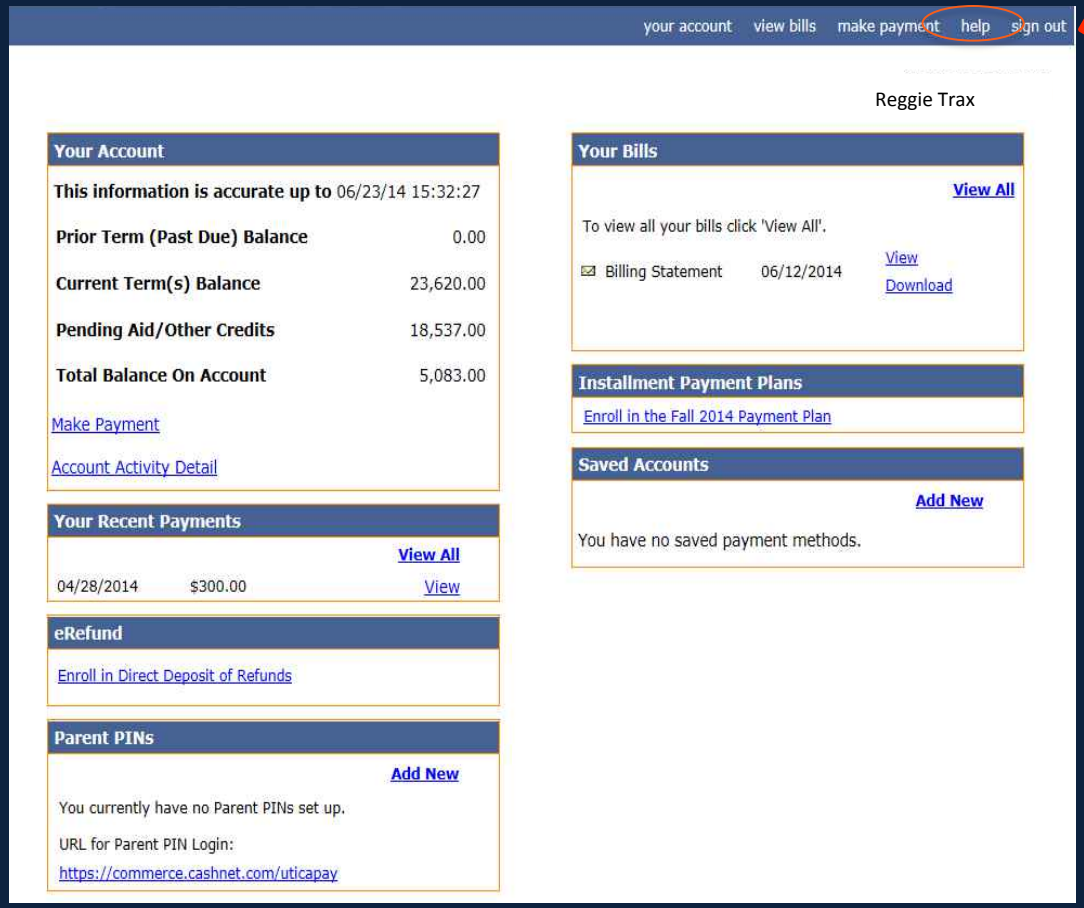
QUESTIONS?



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