UCEAP Portal Payment Instructions

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GETTING STARTED

1. Log in to your UCEAP Portal
2. Find the application to which you want to make payments
3. Navigate to the Finances > Fees and Payments page

MAKE A PAYMENT

1. Scroll down to the bottom of the Fees and Payments page
2. Select Make a Payment – you will be taken to Cashnet, our third-party payment portal. *The Make a Payment button only displays if you have a balance greater than $0.00.*

3. You will then be taken to the ‘Overview’ tab, here you will see all the balances you have with UCEAP.
4. Navigate to the ‘Make a Payment’ tab, you will be able to see all the balances for each application and select which balance you would like to pay.

5. You will see all applications to which you must make a payment.
6. In the ‘Make a Payment’ tab, to select an application in which to make payments, input the amount you wish to pay in the text-field of the application. In the case of two applications, if you wish to make one payment, you must change the amount to ‘$0’. To pay the full balance of an application, click the ‘Balance’ button below the application.
7. Select Continue after confirming the amounts you wish to pay.

SUBMIT PAYMENT

1. After confirming the amounts you wish to pay for your selected application(s), you will then be taken to a page where you can select your payment method.
2. Choose the payment method of either Credit Card or Electronic Check
3. Enter your information
   a. credit card Select Continue
   b. bank information Select Continue
4. Review the information you entered for accuracy
5. Select Pay

6. You will receive a confirmation screen as well as a confirmation email

EDIT PAYMENT

1. If you want to edit the amount you originally added to your shopping cart, select Edit Item
2. Enter the amount you want to pay
3. Select Continue

4. Proceed with Submit Payment instructions

CANCEL YOUR PAYMENT
1. If you wish to cancel your payment at any moment during the payment process, proceed to Cancel

2. Once you have cancelled your payment you will be taken to the Overview page where you can review all balances owed to UCEAP.

REVIEW YOUR PAYMENT

1. You can review all payments made to UCEAP via the Transactions tab
a. Notice the amount and transaction number in the accordion labeled Payments