1) Access your student administration account via the Student Admin Link on ‘students.uconn.edu’

2) Click ‘Login’.
3) Enter your NetID & Password and click ‘Login’.
(Note: For login assistance, contact the UConn ITS Help Center. Contact Information can be found at helpcenter.uconn.edu)

4) Once logged in, Navigate to the Student Center via Main Menu > Self-Service > Student Center

5) Click on Pay Bill, Authorize Users, Manage Payment Plan under the finances header (about halfway down on the Student Center main page).
6) A new page will open, click on ‘Deposits’ on the top toolbar.

7) A new page will open, select the term you want to apply the deposit towards from the dropdown & click ‘Select’.

*Please Note: Graduate Nursing Programs should choose the upcoming Fall Semester (for AY 18-19: Fall 2018)

CEIN Students should choose the following Spring Semester as their cohort begins in the spring
(for the CEIN cohort beginning Spring 2019, choose Spring 2019)
8) A new box, ‘Select a Deposit’ will appear. From the dropdown, select ‘Nursing Program Deposit’ and click ‘select’.

9) The Nursing Program Deposit information will appear. Review to ensure the information is accurate and click ‘Continue’.
10) To pay by Electronic Check, click 'Electronic Check (checking/savings)' and click 'Select'.
    (Note: For payment via credit card, skip to Step 15)

11) Complete all required account information fields as marked by the asterisk (*). Click 'Continue'
12) Read the ACH Agreement, click the box to agree to the terms and conditions, and click ‘Continue’.

ACH Agreement

I hereby authorize University of Connecticut to initiate debit or credit entries to my Depositary according to the terms below, and for my Depositary to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a $25.00 return fee will be added to my student account.

Name: Test Test
Address: 
Depository: COMMERCE BANK
ACH DEPT.
KANSAS CITY, MO 64146248
Routing Number: 011000019
Account Number: xxxxx5678
Debit Amount: $1,000.00

This agreement is dated Thursday, March 8, 2018.
For fraud detection purposes, your internet address has been logged: 137.99.34.14 at 3/8/18 10:38:17 AM EST
Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: bursar@uconn.edu

☐ I agree to the above terms and conditions. (Print Agreement)

13) Review to ensure all information is accurate and click ‘Submit Payment’.

Deposit Payment

Amount  Method  Confirmation

Please review the transaction details, then submit your payment.

Payment Information
Payment Amount  $1,000.00

Selected Payment Method
WEBCHECK Account xxxxx5678
Billing Address  Test Test

Paid To
University of Connecticut

Confirmation Email
Primary UCONN.EDU@invalid.uconn.edu
14) A new screen will open displaying the status of your payment. Please print a copy of this page for your records. This completes your payment transaction.

**Account Payment**

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

- **Amount**
- **Method**
- **Confirmation**
- **Receipt**

**Payment Receipt**

Your payment in the amount of $1,000.00 was successful. A confirmation email was sent to UCONN.EDU@invalid.uconn.edu. Please print this page for your records.

- Payment date: 3/8/18
- Amount paid: $1,000.00
- Student name: 
- Paid to: University of Connecticut
  UNITED STATES
- Account number: xxx5878
- Name on account: Test Test
- Account Type: Checking

15) To pay by Credit Card, select ‘Credit Card via PayPath’ and click ‘Select’.

**Deposit Payment**

- **Amount** $1,000.00
- **Method** Credit Card via PayPath

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.*

**Electronic Check** - Payments can be made from a personal checking or savings account.
16) Review the transaction details. If information is accurate, click ‘Continue to PayPath’.

17) A New window will open. Review the terms and ensure your student ID is accurate (Student ID in image below has been removed). Click ‘Continue’.
18) Review the Payment Amount information. Click ‘Continue’.

*Please Note: A 2.75% non-refundable service fee is added to your total amount to be paid (can be viewed on the following screen). The service fee is only applicable to Credit Card payments, not eCheck payments.
19) Complete all required payment fields as marked by the asterisk (*). Click ‘Continue’
20) Review Payment Details. If accurate, click the box to agree to the terms and conditions and click ‘Submit Payment’.

### Payment Details

- **Payment to University of Connecticut:** $1,000.00
- **PayPath Payment Service Fee:** $27.50
- **Total payment amount:** $1,027.50

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>School name</td>
<td>University of Connecticut</td>
</tr>
<tr>
<td>Student ID</td>
<td>Test Test</td>
</tr>
<tr>
<td>Payer name</td>
<td>Test Test</td>
</tr>
<tr>
<td>Billing address</td>
<td>20 Champions Way</td>
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<tr>
<td>City</td>
<td>Storrs</td>
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<tr>
<td>State</td>
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<tr>
<td>Zip code</td>
<td>06269</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:test@uconn.edu">test@uconn.edu</a></td>
</tr>
<tr>
<td>Phone number</td>
<td>Not entered</td>
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<tr>
<td>Card account number</td>
<td>xxxxxxxxxxxxxxxxxxx1111</td>
</tr>
<tr>
<td>Browser internet address</td>
<td>137.99.34.14</td>
</tr>
</tbody>
</table>

**Business correspondence address:**
TOUCHNET INFORMATION SYSTEMS INC
15520 COLLEGE BLVD.
LENEXA, KS 66219
UNITED STATES

### Terms and Conditions

I hereby authorize charges totaling $1,027.50 via my credit/debit card. I understand that a PayPath Payment Service fee of $27.50 will be charged to my credit/debit card and is not refundable under any circumstances.

- I agree to the terms and conditions.
21) Print the receipt stating the payment was processed and posted for your records. This completes your payment transaction.