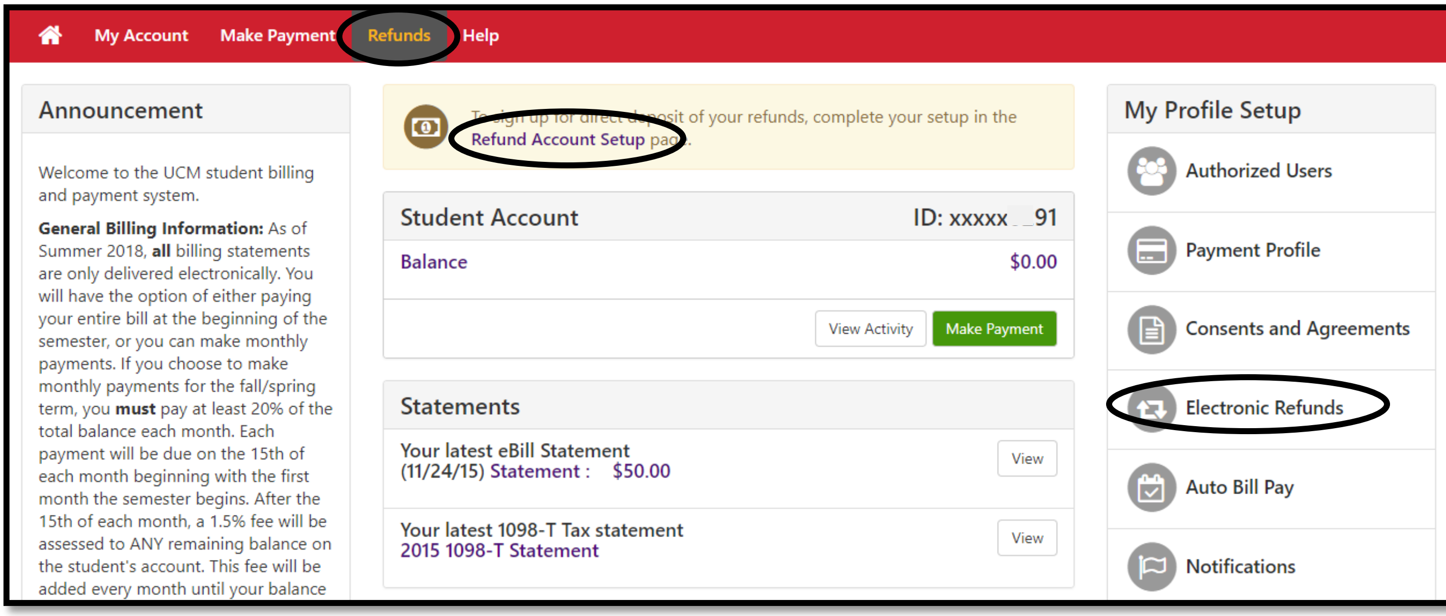


Using the UCM Payment Center

Contents

Direct deposit for refunds

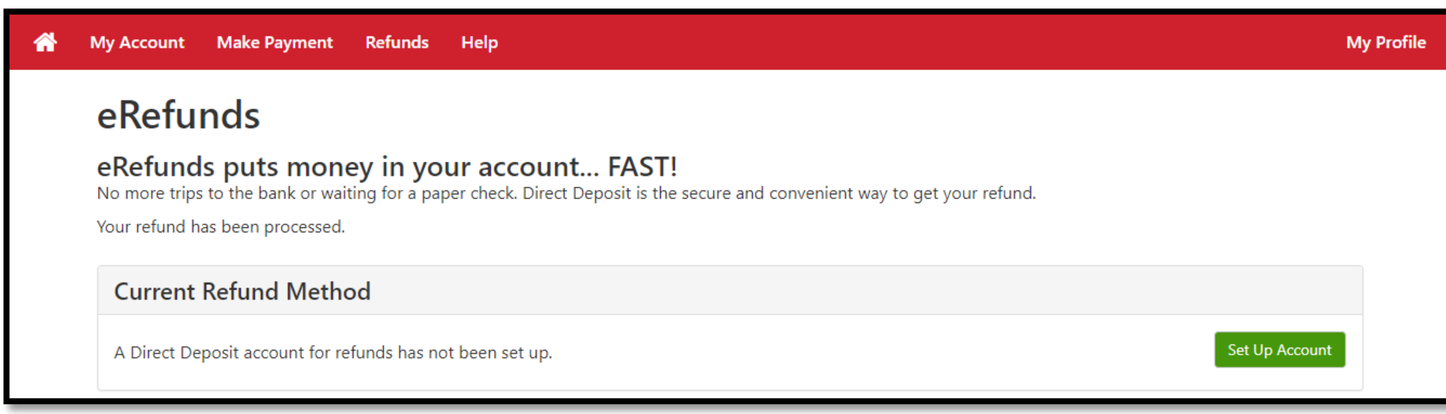
To create or change a refund account, choose the “Refunds” tab or “Electronic Refunds.” If you do not have an account set up, the “Refund Account Setup” option will be available to use.



Click the “Set Up Account” button to proceed with setting up a refund account.

OR

Click the icon to make changes to the refund account. Choose “Update” or “Remove.” (Note: Removing an account set up for eRefunds does not remove it as a saved payment method.)



TIP: When providing your address information on the next screen, try to avoid the use of special characters such as hashtags, commas, semicolons, and periods.

Set Up Refund Account

Account Information

* Indicates required fields

You can use any personal checking or savings account.

Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.

Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type: Select account type

*Routing number: (Example)

*Bank account number:

*Confirm account number:

TIP: Avoid copy and paste; this step catches typos.

Billing Information

*Name on account:

Check here for an international address

*Billing address:

Billing address line two:

*City:

*State/Province: Select State/Province

*Postal Code:

*Save payment method as: (example My Checking)

Give your payment method or refund account a nickname.

Cancel | Continue

When you establish an account for a refund, it will also be saved as a method of payment. Therefore, you must acknowledge and agree a returned payment charge, as well as other disclosures, if you want to establish an account to receive electronic refunds. It is your choice whether or not to use the saved account information to make a payment.

Set Up Refund Account

I hereby authorize **University of Central Missouri** to initiate recurring credit entries to my Depository according to the terms below,and for my Depository 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.

This agreement is dated Wednesday, May 30, 2018.

For fraud detection purposes, your internet address has been logged: 97.88.161.123 at 5/30/18 9:14:18 PM CDT

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: **tsc@ucmo.edu**

Print and retain a copy of this agreement.

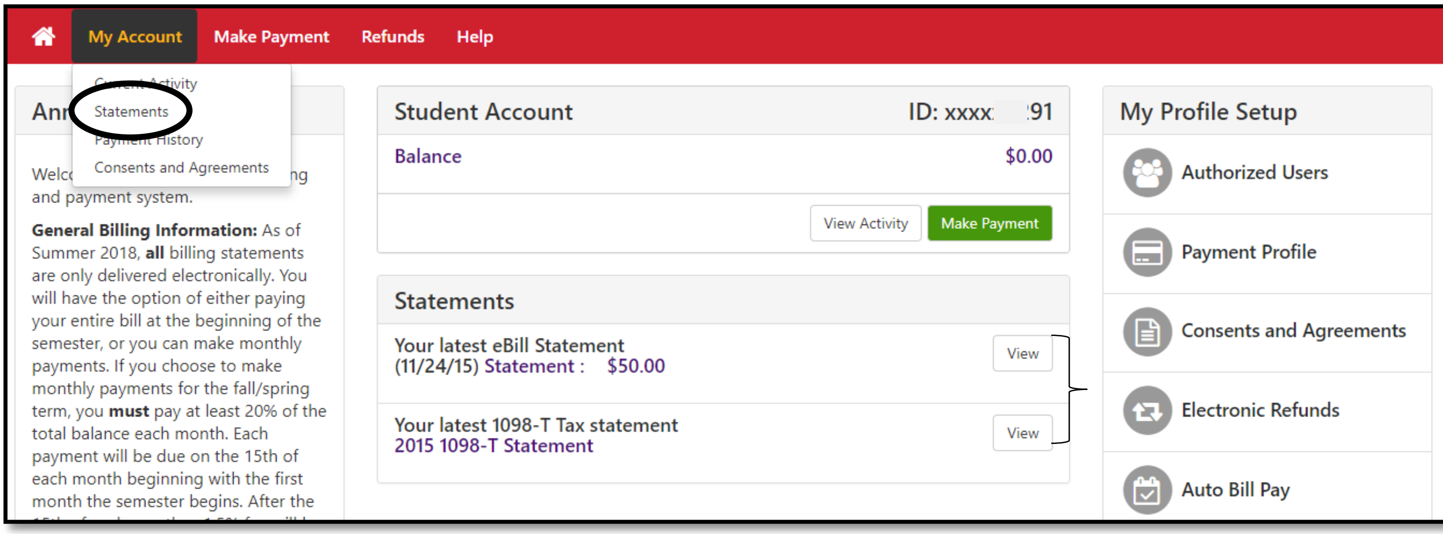
Please check the box below to agree to the terms and continue.

I Agree

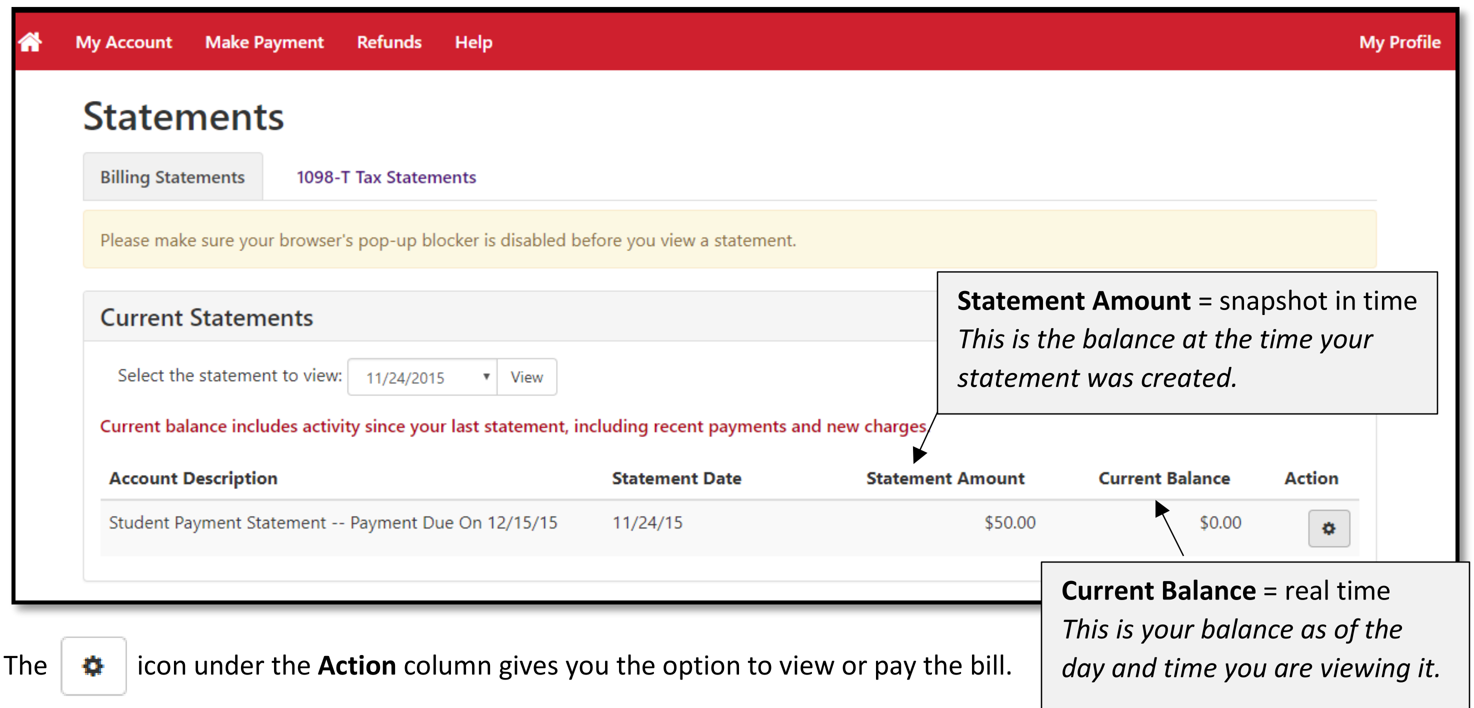
Print Agreement | Cancel | Continue

Find or print additional statements

To find more statements, choose, "My Account" then "Statements."



Before clicking the "view" button after choosing a statement date, be sure your browser is set to allow pop-up windows.

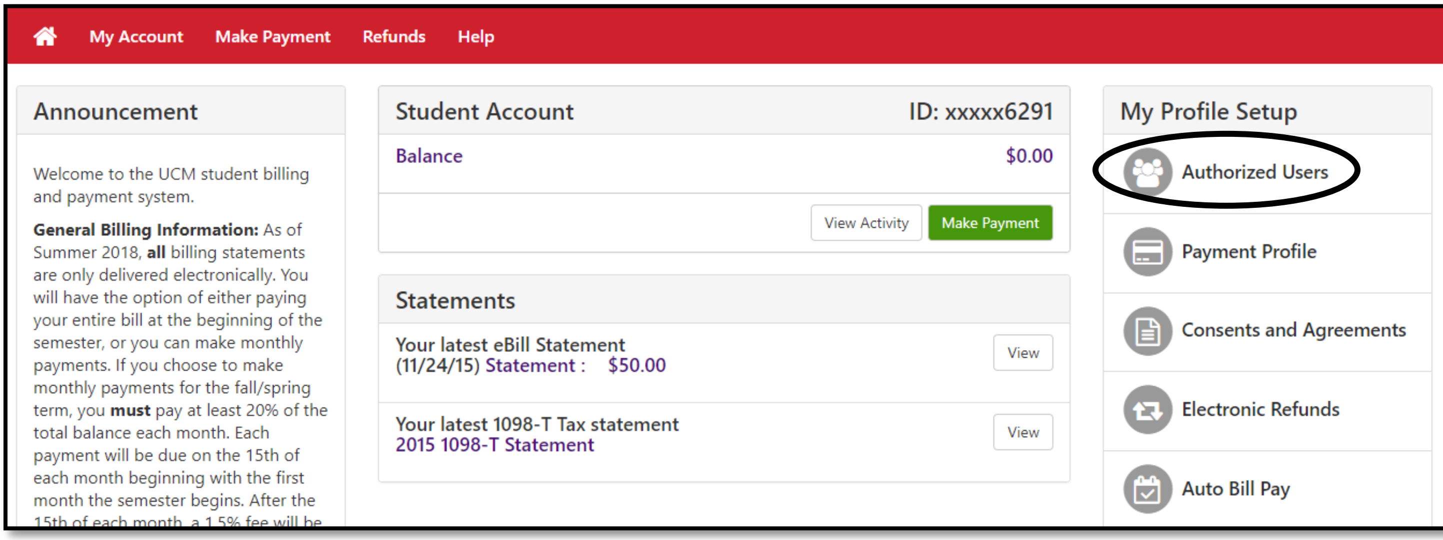


The ⚙ icon under the **Action** column gives you the option to view or pay the bill.

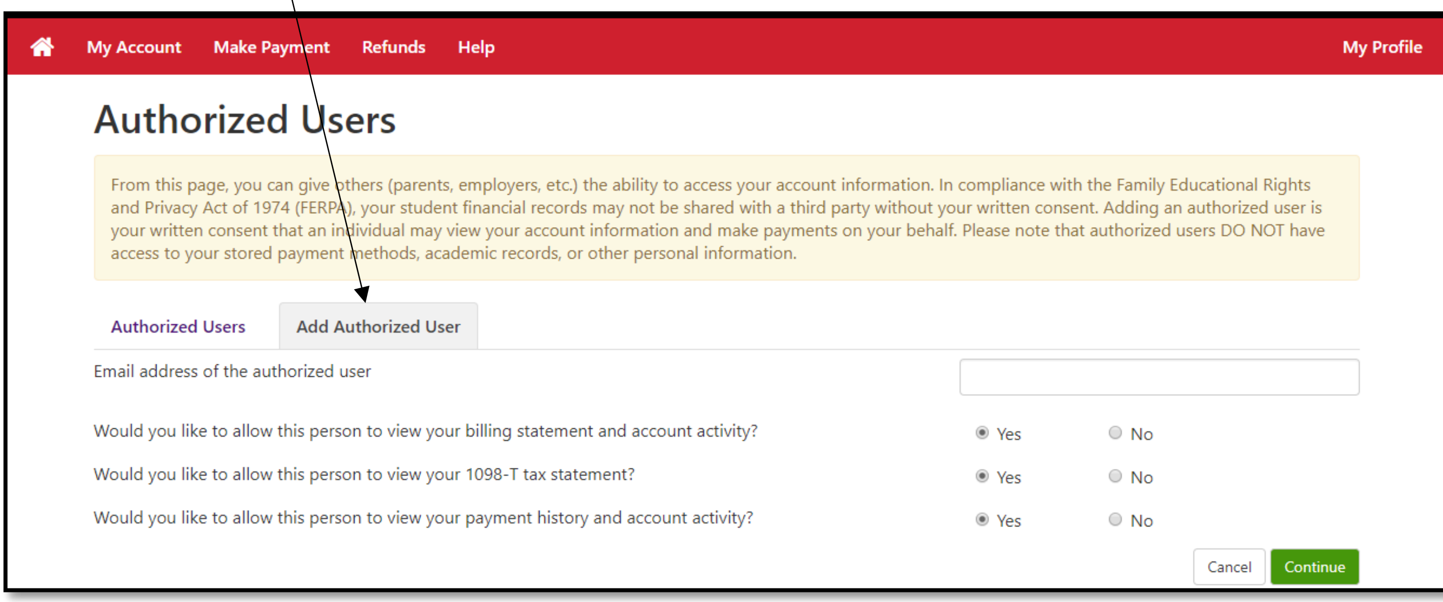
You can also view account activity by semester, by scrolling down the page and clicking on the semester you would like to view. Options to print, export to Excel, or download as a pdf are available. At the bottom of the page is a button option to view all activity.

Granting authorized user access

From the Home menu, choose the "Authorized Users" option.



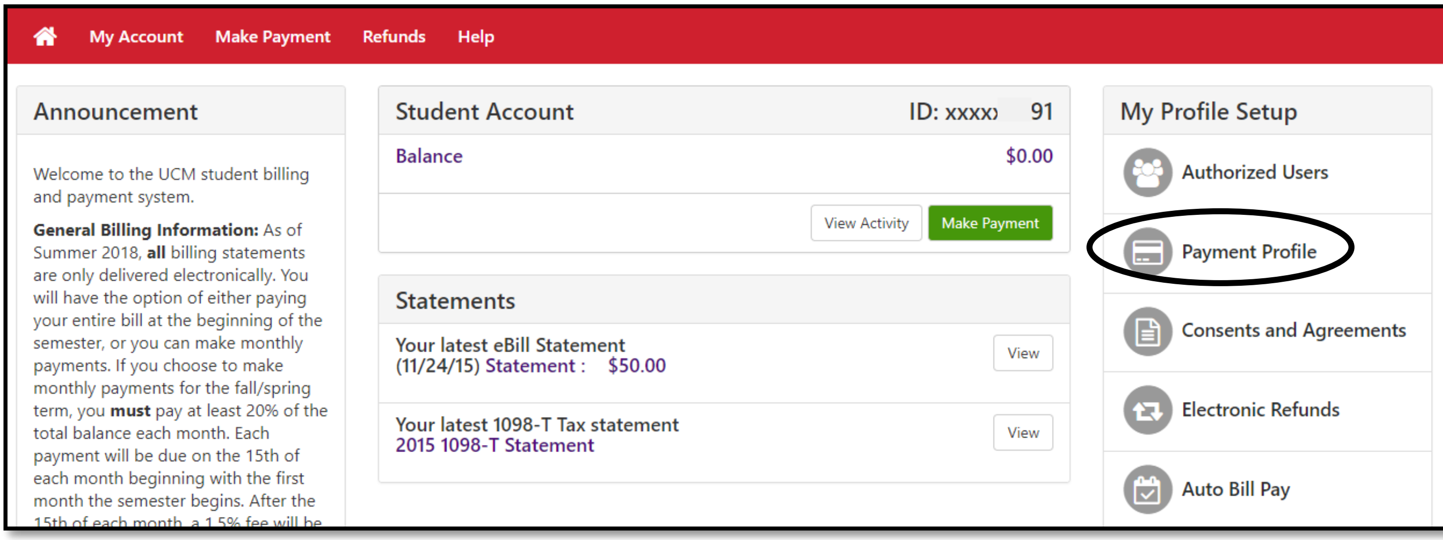
Click on the "Add Authorized User" tab, follow the prompts to complete the required steps.



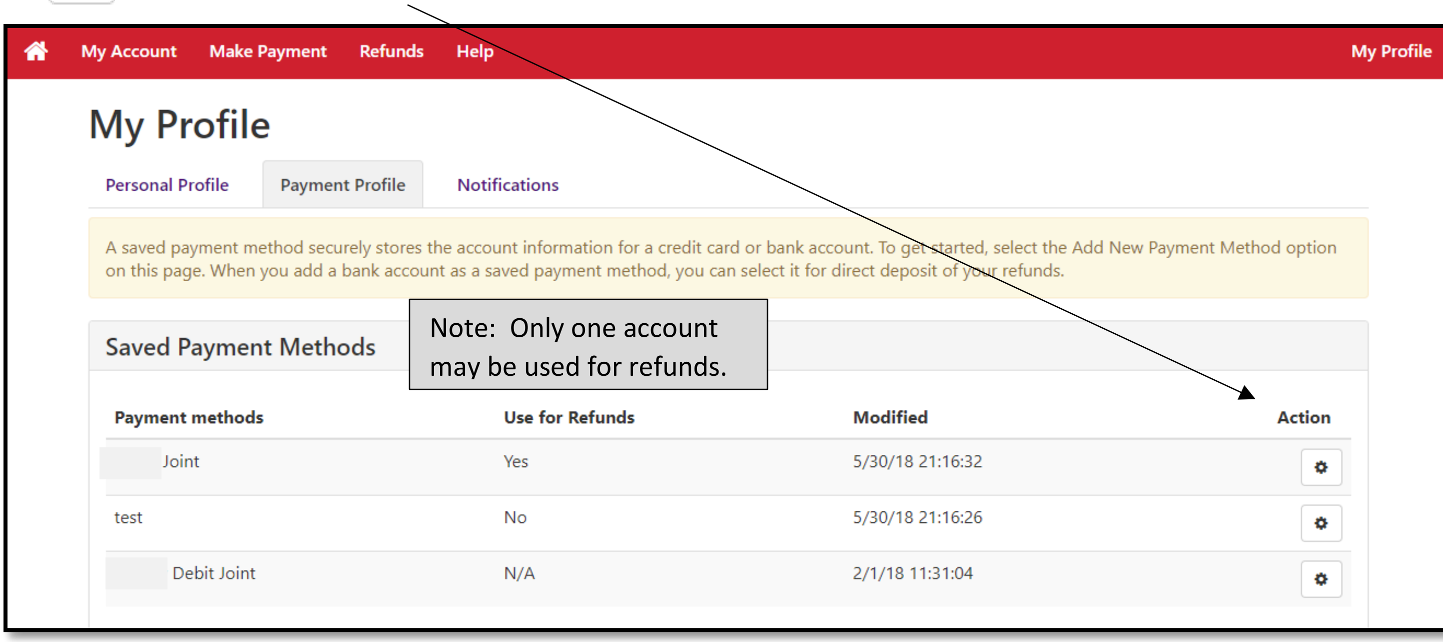
You can change existing Authorized User information by selecting the other tab.

Removing a saved payment method

From the Home menu, choose "Payment Profile."

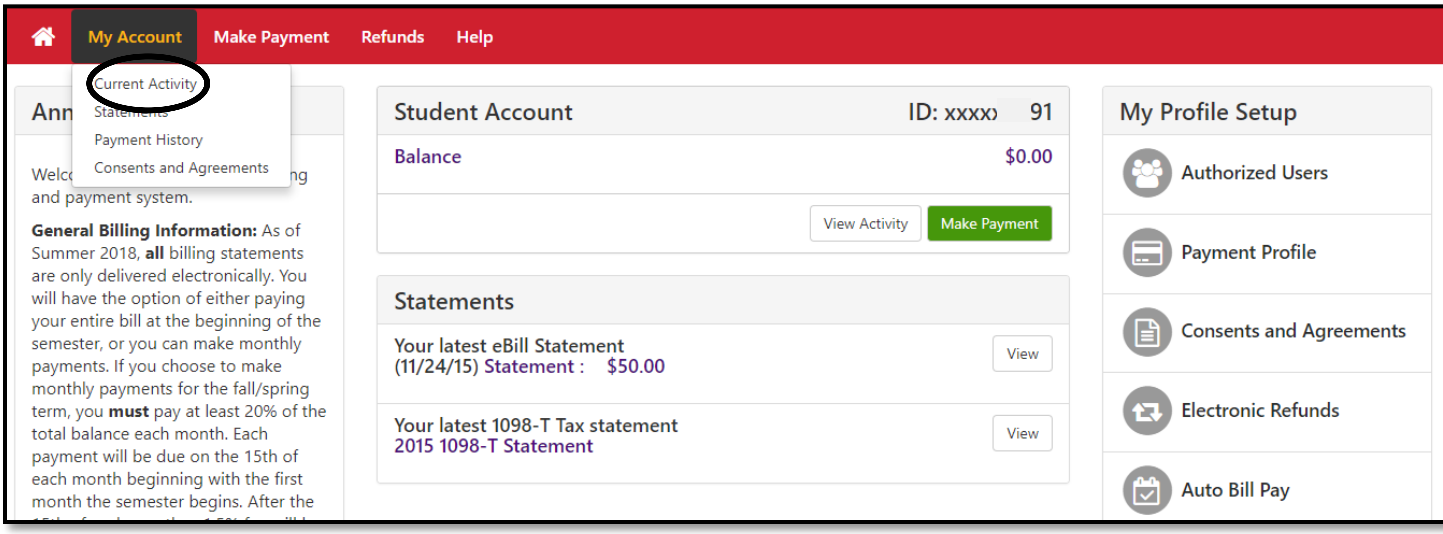


The icon under the **Action** column gives you the options to delete or edit the account.



If you scroll further, there are options to add a new saved payment method.

Viewing account activity



Options are provided on the upper left to accommodate a variety of needs.

Click to reveal detail options per semester.