2014 My Finances Enhancements
MAKE A PAYMENT STEP 1

- Upon logging in to My Finances, you will see an overview of your account on the first page of the “Make a payment” process.
- In order to continue making a payment:
  - Report additional credits if applicable (see next slide).
  - Check whether you wish to pay the full amount due or another amount (if listed).
  - Click the Next step button.
- Using the menu at the left of the page you may also opt to:
  - View to do list items.
  - Check announcements.
  - Add funds to your Flex account.
  - See detailed account activity and payment history.
  - Download statements or 1098T tax forms.
  - Review your financial aid award notice.
REPORT ADDITIONAL CREDITS

- Sometimes you will have additional aid or payments coming, but not yet reflected on your student account.
- To report these to UD:
  - Select the appropriate source of funds from the drop down provided.
  - Enter the amount and notes about the credit in the boxes that appear.
  - Click “Add another credit” to report other funding or “Submit”.
- Your balance due will be updated based on the credits you report.
MAKE A PAYMENT STEP 2

- Confirm your payment amount.
- If desired, add funds to your Flex account.
- Select your payment method.
  - Note that credit card payments incur a 2.75% service charge.
- Be sure to review and check the agreement box and verify the email address to which a receipt should be sent.
- Click “Next step”.

If you have questions regarding your bill or using this system, contact Student Financial Services at 888-972-3667, via phone at (800) 831-5260, or email to sfu@udel.edu.
MAKE A PAYMENT STEP 3

- Verify your payment information.
- Click “Next step”.

![MAKE A PAYMENT SCREENSHOT](https://example.com/payment_step_3.png)
CASHNET / SMARTPAY

- You will be taken to CASHNet to complete your payment.
- Once you agree to the CASHNet terms, you will see the payment screen.
- Enter your checking account or credit card (remember that credit card payments incur a 2.75% service charge) information and address.
- Click “Next step”. On the following page you will be able to review your transaction before it is finalized.

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: ____________________________
Account Holder Name: ____________________________

NOTE: Payments made before 2:30 p.m. EST (Monday–Friday excluding bank holidays) will be processed the same day. Please keep this in mind to avoid late fees. A $25 fee will be charged if there are insufficient funds in the account to satisfy the total amount indicated.

You’ll have a chance to review your payment before it’s finalized.

www.udel.edu/sfs
CASHNET / SMARTPAY

University of Delaware Payment system

Please confirm the information below. To submit your payment, click Submit Payment.

Student Financial Services - Payment or Account
Email: busterblueshen@udel.edu
UDID or Reference No.: 1743
Term: 2148

Account Number: XXXXXXX003782
Account Type: Checking
Routing Transit Number: 12200037176
Bank: UD CREDIT UNION
Account Holder Name: Buster Blue Hen

Total Amount: $14,381.00

Review your payment information for accuracy.
Click “Submit Payment” to complete payment and receive your receipt both online and via email.
PAYMENT RECEIPT

- Upon successful submission of your payment, you will receive an online receipt that looks like this, as well as an emailed copy.
TO DO LIST

- Tasks that you need to complete in order for your financial aid to be disbursed or other action items will be listed here.
- A number will appear on the menu when there are open items on your To Do List.
ANNOUNCEMENTS

- Here you will find important messages from Student Financial Services.
- A number will appear on the menu when there are announcements to be viewed.
ADD FLEX ACCOUNT FUNDS

• To add Flex funds without making other payments on your student account, select the “Add Flex account funds” option from the menu on the left.

• Enter the desired amount in the box, verify your email address, and click “Next step”.

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ACCOUNT ACTIVITY AND STATEMENTS

- This page allows you a detailed view of charges, credits, and payments on your student account.
- You can customize the view by selecting a specific term or how many lines to display or search for keywords among the descriptions of charges and credits.
- From this page you can also download your account detail into an Excel spreadsheet or a printable statement. Select term, level of detail, and format then click “Download statement”.

* Enrollment data is only available for students.
DOWNLOAD/PRINT STATEMENT

- Your statement downloaded to a PDF will look like this.

UNIVERSITY of DELAWARE

My Finances
Account Activity
If you have questions regarding your bill, contact Student Financial Services at (302) 831-2126.

Student name: Buster Blue Hen (1743)

Current balance information as of: Monday, Mar 31, 2014 04:01 PM

<table>
<thead>
<tr>
<th>Balance</th>
<th>Pending Financial Aid</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>$14,361.00</td>
<td>$0.00</td>
<td>$14,361.00</td>
</tr>
</tbody>
</table>

Activity Summary Detail

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Term</th>
<th>Charges</th>
<th>Payments/Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-14-13</td>
<td>Athletic Books Fall</td>
<td>2013 Fall</td>
<td>($122.25)</td>
<td></td>
</tr>
<tr>
<td>09-10-13</td>
<td>Waive Health Insurance UD Plan</td>
<td>2013 Fall</td>
<td>($676.00)</td>
<td></td>
</tr>
<tr>
<td>09-03-13</td>
<td>Parking Fines</td>
<td>2013 Fall</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td>09-03-13</td>
<td>Refund-Web Request</td>
<td>2013 Fall</td>
<td>$5,499.00</td>
<td></td>
</tr>
<tr>
<td>08-27-13</td>
<td>Athletic (CAA) Scholarship</td>
<td>2013 Fall</td>
<td>($20,595.00)</td>
<td></td>
</tr>
<tr>
<td>08-22-13</td>
<td>University Bookstore Charge</td>
<td>2013 Fall</td>
<td>$122.25</td>
<td></td>
</tr>
<tr>
<td>07-10-13</td>
<td>Tuition Undergrad Non-Res F/T</td>
<td>2013 Fall</td>
<td>$14,200.00</td>
<td></td>
</tr>
<tr>
<td>07-10-13</td>
<td>Student Health Service Fee</td>
<td>2013 Fall</td>
<td>$252.00</td>
<td></td>
</tr>
<tr>
<td>07-10-13</td>
<td>Comprehensive Student Fee</td>
<td>2013 Fall</td>
<td>$395.00</td>
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<tr>
<td>07-10-13</td>
<td>Student Center Fee</td>
<td>2013 Fall</td>
<td>$119.00</td>
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<tr>
<td>07-10-13</td>
<td>Health Insurance UD Fee</td>
<td>2013 Fall</td>
<td>$676.00</td>
<td></td>
</tr>
<tr>
<td>Term total: $65.00</td>
<td></td>
<td>total</td>
<td>$21,468.26 ($21,393.26)</td>
<td></td>
</tr>
</tbody>
</table>
Payment History

- Previous payments will be displayed on this page.
- Click on the payment amount for more detail regarding that payment.
1098T TAX FORM

- 1098T tax forms are available on this page for those who have qualified tuition/fee charges in a given tax year.
- Select the tax year for which you’d like to download your 1098T.
- Your 1098T form will look like this.
View your financial aid awards on this page.
- Each award is listed with relevant details and the per-semester dollar amount.
- Amounts highlighted in gray have been disbursed to your student account.