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](image)

- Name: Test Test
- Address: 
- Depository: COMMERCE BANK
  ACH DEPT.
  KANSAS CITY, MO 641416248
- Routing Number: 101000019
- Account Number: xxxx5678
- 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](image)

- Amount: $1,000.00
- Method: WEBCHECK
  Account xxxx5678
  Billing Address: Test Test
- Paid To: University of Connecticut
- Confirmation Email: Primary UCONNEDU@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.

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

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

PayPath Payment Service accepts:

![Credit Card Logos]

**Indicates required fields**

**Payment Card Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name on card</td>
<td>Test Test</td>
</tr>
<tr>
<td>Card account number</td>
<td>4111111111111111</td>
</tr>
<tr>
<td>Card expiration date</td>
<td>03 20</td>
</tr>
<tr>
<td>Card security code</td>
<td>125</td>
</tr>
</tbody>
</table>

**Billing Address**

Check if address is outside of the United States: [ ]

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing address</td>
<td>20 Champions Way</td>
</tr>
<tr>
<td>City</td>
<td>Storrs</td>
</tr>
<tr>
<td>State</td>
<td>Connecticut (CT)</td>
</tr>
<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>Confirm email address</td>
<td><a href="mailto:test@uconn.edu">test@uconn.edu</a></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
</tbody>
</table>

[Continue]  [Cancel]
20) Review Payment Details. If accurate, click the box to agree to the terms and conditions and click ‘Submit Payment’.

Review Payment Details
Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

- Payment to University of Connecticut: $1,000.00
- PayPath Payment Service Fee: $27.50
- Total payment amount: $1,027.50
- School name: University of Connecticut
- Student ID: [Blank]
- Payer name: Test Test
- Billing address: 20 Champions Way
- City: Storrs
- State: CT
- Zip code: 06269
- Email address: test@uconn.edu
- Phone number: Not entered
- Card account number: xxxxxxxxxxxxxx1111
- Browser internet address: 137.99.34.14

Business correspondence address:
TOUCHNET INFORMATION SYSTEMS INC
15520 COLLEGE BLVD.
LENEXA, KS66219
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.

Submit Payment  Change Information  Cancel
21) Print the receipt stating the payment was processed and posted for your records. This completes your payment transaction.

---

**Amount** | **Payment** | **Confirmation** | **Receipt**
---|---|---|---

**Thank you for using PayPath Payment Service!**
A payment was processed and posted successfully to your University of Connecticut account. Please print this page as your receipt and close this payment session. A confirmation email was sent to test@uconn.edu

**Your credit card statement will reflect two transactions with the following information:**

- **PayPath University of Connecticut**: $1,000.00
- **PayPath Conv Fee**: $27.50

**Receipt Information**

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

- **School name**: University of Connecticut
- **Student ID**: (not visible)
- **Payer name**: Test Test
- **Billing address**: 20 Champions Way
- **City**: Storrs
- **State**: CT
- **Zip code**: 06269
- **Email address**: test@uconn.edu
- **Phone number**: Not entered
- **Card**: Visa
- **Card account number**: xxxxxxxxxxxx1111
- **Date and time**: 2018-03-08 10:29:47 CST
- **Browser Internet address**: 137.99.34.14
- **Reference number**: 20180308000000

**University of Connecticut Contact Information**
If you have any questions concerning this transaction, please contact University of Connecticut at:

- **Contact phone**: 860-486-4830
- **Contact email**: Bursar@uconn.edu

**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.