

Student Center

Payment Information Record Update

Fall 2021 Payment Confirmation

You must complete your electronic payment confirmation for Fall 2021. You may complete this via your Student Center on HawkWeb. You are not officially registered until your payment confirmation is completed. We suggest you complete this requirement by August 01, 2021 to secure your registration and prevent delays in financial aid payments and/or refunds. Failure to complete the payment confirmation will result in the cancellation of all classes and possible loss of housing.

If you have questions, please contact the Office of Student Accounts via phone: 410-651-6092 or 410-651-6093 or via email: studentaccounts@umes.edu

STEPS TO COMPLETE THE PAYMENT CONFIRMATION PROCESS

Step 1 - Log into: My UMES login

Step 2 - Go to "Self Service" then "Student Center"

(NOTE: You may be required to complete the Keeping Current Information - Maintain Cell Phone Number, Emergency Contacts, COVID-19 Authorization, and "Missing Person Memorandum".)

Step 3 - Please review your detailed account information - go to "My Account" section and select "Detailed Account Information" (See image below)

The screenshot displays the HawkWeb Student Center interface. At the top, the 'Finances' section is expanded. Under 'My Account', the 'Detailed Account Information' link is circled in red and pointed to by a red arrow. Below this, the 'Financial Aid' section is highlighted with a yellow box, and the 'View Financial Aid' link is circled in red. To the right, the 'Amount Due less Anticipated Aid' section shows a 'Current Due' amount of 0.00. At the bottom, the 'Payment Confirmation Required' section indicates the closing date as 09/10/2021 and features a 'Confirm' button circled in red.

Step 4 - Please review your financial aid - go to the "Finances" section and select "View My Financial Aid". You can see a breakdown in your financial aid for the year. (See image above)

Step 5 - You must "Confirm" your intent to attend for the enrolled term and if you have an amount due, how you plan to pay. Below "My Account" and Term Confirmation" click the Yellow "Confirm" Button and follow the instructions. (See image above)

Step 6 - Read the message and proceed by clicking I Agree or OK

Step 7 - Payment Confirmation Options –

UMES

Payment Confirmation **Term:** Fall 2218 2021

ID: 1279623 Wilson, Trikema Jana

Academic: Undergrad **Status:**

Career:

Units for Progress: 12.000 **Billing Units:** 12.00

Academic Load: Full Time

Prior Balance: 0.00

Term Total: 5,685.50

Account Total: 5,685.50

less Total Anticipated Aid: 1,373.00

Amount Due: 4,312.50

☐ Prior Balance Indicator Flag

☐ Prior Balance Promissory Ackn

Academic Plan

Career Plan: UGRD

Combo

Session: 1

Buttons: Remittance Address, Make a Payment, Apply for Payment Plan, Return to Service Center

Negative numbers represent credit balances. The amount due equals account total less anticipated aid. If for some reason you do not receive your Financial Aid Awards or you choose not to accept them, you will be responsible for paying the Account Total. Be sure to contact the Financial Aid office for questions regarding acceptance of available aid.

If you have an amount due, you can either pay the amount due in full or apply for the payment plan.

If you have a prior balance due greater than \$500.00, payment must be received to bring your prior balance to no more than \$500.00 BEFORE you can complete this confirmation. If you pay online, please make sure to apply your payment to your prior balance.

1. If you don't owe a balance click "Confirm" on the right hand side to complete the process - You may select the payment plan option should your charges change - you will NOT be charged the enrollment fee unless you require a plan.
2. If your previous balance is more than \$500 - go back to the Student Center and **Make a Payment** - once paid go back to the yellow confirm button. (See images above of previous screen)
3. Pay current balance due in full by clicking "**Make a Payment**" on the right hand side and follow the prompts.
4. If you want to go on a monthly payment plan click "**Payment Plan**" on the right hand side and follow the prompts.

Step 8 - Soar to Hawk and Barnes and Noble Transfers - Payment Confirmation must be completed in order to request a transfer. If you have anticipated financial aid resulting in a credit on your account, you may elect to do a transfer. Go to your Student Center - **My Account** - **Transfer to Hawk Card**. The maximum transfer amount for the Hawk Card is \$2000.00 and Barnes and Noble is \$500.00. The transfers will be available the week before the semester starts.