

## Payment Confirmation

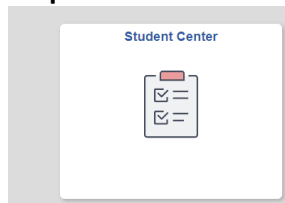
You must complete your electronic payment confirmation. To complete this visit your Student Center on HawkWeb. You are not officially registered until your payment confirmation is completed. Payment confirmations must be completed by the deadline each semester to secure your registration and prevent 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](mailto:studentaccounts@umes.edu)

## STEPS TO COMPLETE THE PAYMENT CONFIRMATION PROCESS

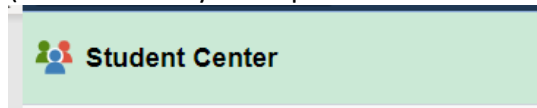
**Step 1** - Log into: My UMES login

**Step 2** - Go "Student Center"

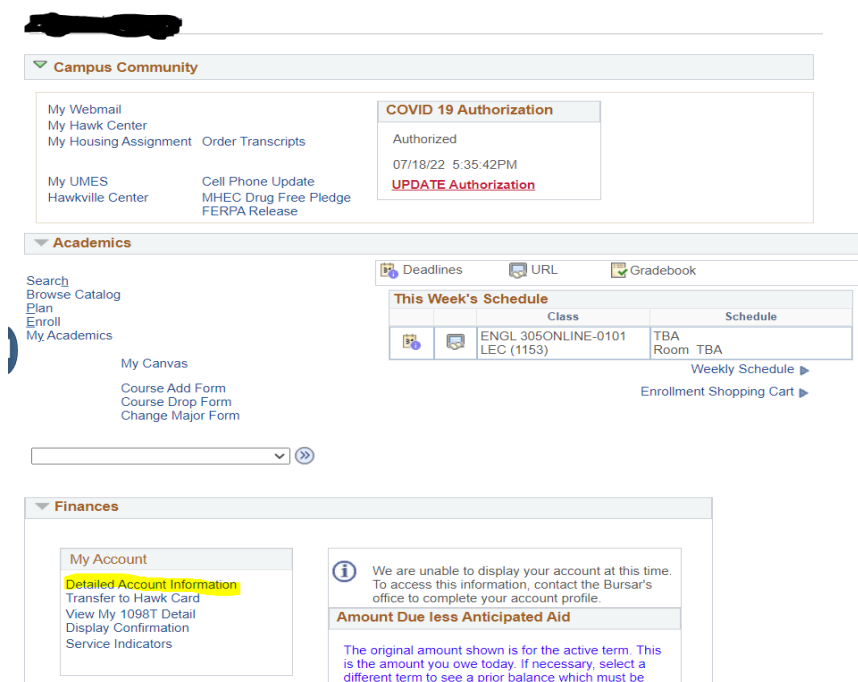


(NOTE: You may be required to complete the Keeping Current Information - Maintain Cell Phone Number, Emergency Contacts, COVID-19 Authorization, and "Missing Person Memorandum".)

(NOTE: You may be required to select the "Student Center" on the side menu a second time)

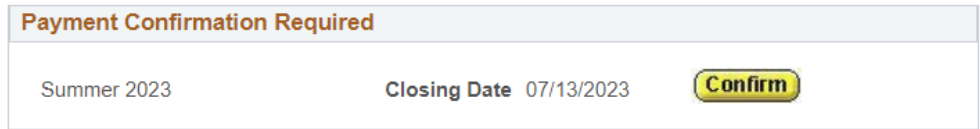


**Step 3** - Please review your detailed account information - go to "My Account" section and select "Detailed Account Information" (See image below)

A screenshot of a student's HawkWeb dashboard. The page is divided into several sections: "Campus Community" with links for My Webmail, My Hawk Center, My Housing Assignment, Order Transcripts, My UMES Hawkville Center, Cell Phone Update, MHEC Drug Free Pledge, and FERPA Release; "Academics" with links for Search, Browse Catalog, Plan, Enroll, My Academics, My Canvas, Course Add Form, Course Drop Form, and Change Major Form; "Finances" with a "My Account" section containing "Detailed Account Information" (highlighted in yellow), "Transfer to Hawk Card", "View My 1098T Detail", "Display Confirmation", and "Service Indicators". There is also a "COVID 19 Authorization" box showing "Authorized" status for 07/18/22 at 5:35:42PM and a red "UPDATE Authorization" link. A "This Week's Schedule" table shows a class "ENGL 305ONLINE-0101 LEC (1153)" with a TBA room. A message states: "We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile." Below this is a section for "Amount Due less Anticipated Aid" with a note: "The original amount shown is for the active term. This is the amount you owe today. If necessary, select a different term to see a prior balance which must be".

**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)

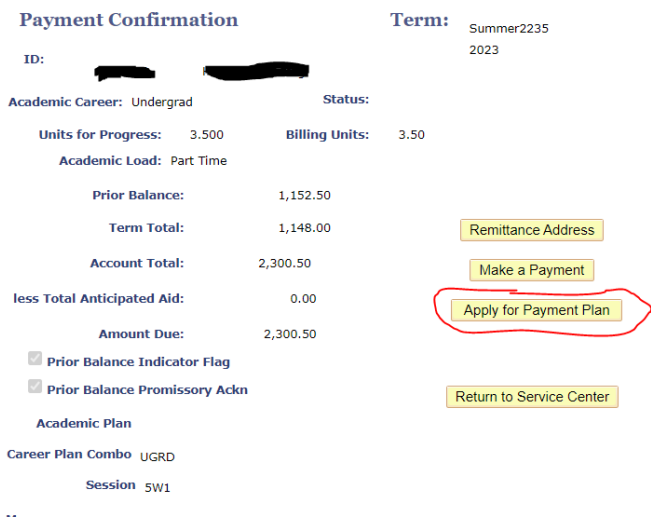
**Step 5** - You must "Confirm" your intent to attend for the enrolled term and if you have an amount due, how you plan to pay. Below "My Account" and Term Confirmation" click the Yellow "Confirm" Button and follow the instructions.



**Step 6** - Read the messages and select OK or I agree

**Step 7 - Payment Confirmation Options –**

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 "**Apply for Payment Plan**" on the right hand side and follow the prompts.



Once you select Apply for Payment Plan, then select I Agree and Accept Pay Plan you will receive a message that says your payment confirmation is complete.