

## COMPLETING THE PAYMENT CONFIRMATION

*Please note all financial information (student account and financial aid) regarding your UMES account can be found under **STUDENT CENTER/FINANCES**.*

**STEP 1:** Log into: My UMES Login

**STEP 2:** Click “HawkWeb” which takes you to your “Student Center.”

**STEP 3:** You must **confirm** you are coming/returning to school for the **term** and **how you plan to pay**. Under “**Term Confirmation**”, click “**confirm**” and **follow the instructions**. If you need a manual form (needed for non posted scholarships, 3<sup>rd</sup> party billing, etc), Click “**manual payment information**” **MUST CONFIRM EVEN IF PAYING IN FULL.**

My Account

[Online Financial Services](#)  
[Service Indicators](#)  
[Display Confirmation/Plan](#)  
[Manual Payment Info](#)

Term Confirmation

2098



(Please note term)

**STEP 4:** Read the message and proceed accordingly, click “ok” to continue.

**STEP 5:** View your Payment Confirmation Options

- If you have enough funds or zero balance **Click “ Confirm”** to complete process
- If your financial is not enough or as much as anticipated\_ **click “Return to Service Center.”** **Scroll down** to the “**Finances**” section and click on to **View my Financial Aid**. There you can view a breakdown of your financial aid for each semester and the year.

Financial Aid

[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[Report Other Financial Aid](#)

**OR**

- If you want to make a payment, **Click “Make a Payment.”**  
Once the payment is made: **Return to Step 3 to resume the process.**
- If you want to apply for a payment plan “**Click Payment Plan**”

**STEP 6:** Affix your ELECTRONIC SIGNATURE by **Clicking “I Agree” to Register or “I Accept” for the payment plan)**

**STEP 7:** **Print your confirmation receipt or the payment plan schedule.**

**STEP 8:** If you want to **view your account or transfer funds** (if available) to your HAWKCARD; under **My Account** click “**Online Financial Services**”.