

DIVISION of ACADEMIC AFFAIRS
School of Graduate Studies

COMPLETING THE PAYMENT CONFIRMATION

STEP 1: Log into: My UMES

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, 3rd 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

Confirm

2238

(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 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**”.