# Using the UCM Payment Center

## Contents

# Direct deposit for refunds

To

Set Up Refund Account

**TIP:** Avoid copy and paste; this step catches typos.

**Give your payment method or refund account a nickname.**

When you establish an account for a refund, it will also be saved as a method of payment. Therefore, you must acknowledge and agree a returned payment charge, as well as other disclosures, if you want to establish an account to receive electronic refunds. It is your choice whether or not to use the saved account information to make a payment.

Set Up Refund Account

uthorize **University of Central Missouri** to initiate recurring credit entries to my Depository according to the           I hereby a

unpaid for any reason, I understand that a $25.00 service will be added to my student account.

This agreement is dated Wednesday, May 30, 2018.

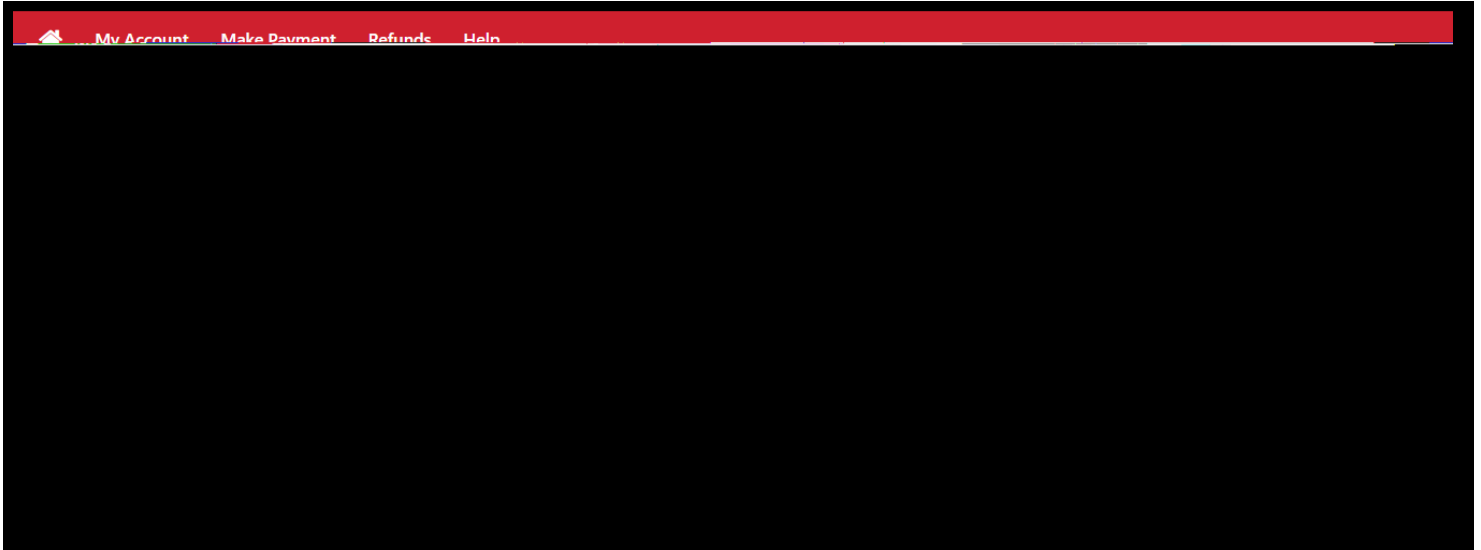prosecution under both Federal and State laws of the United States. Viol

# Find or print additional statements

To find more statements, choose, "My Account" then "Statements."

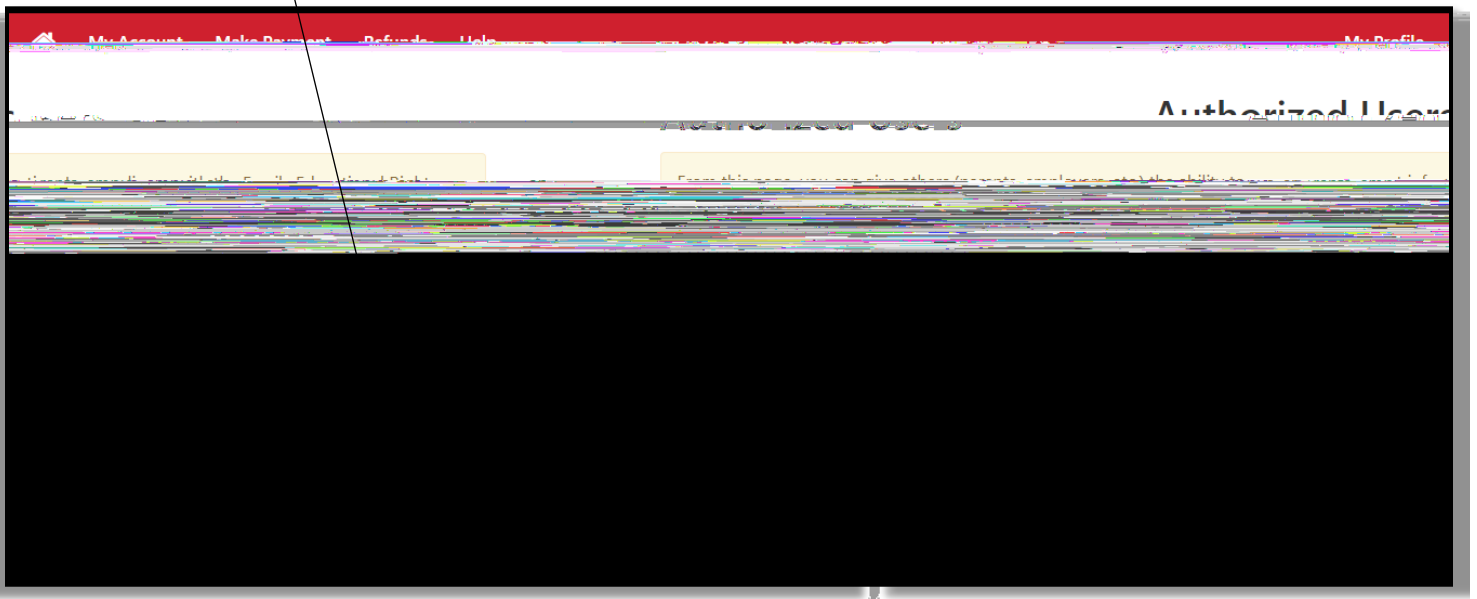Before clicking the "view" button after choosing a statement date, be sure your browser is set to allow pop

# Granting authorized user access

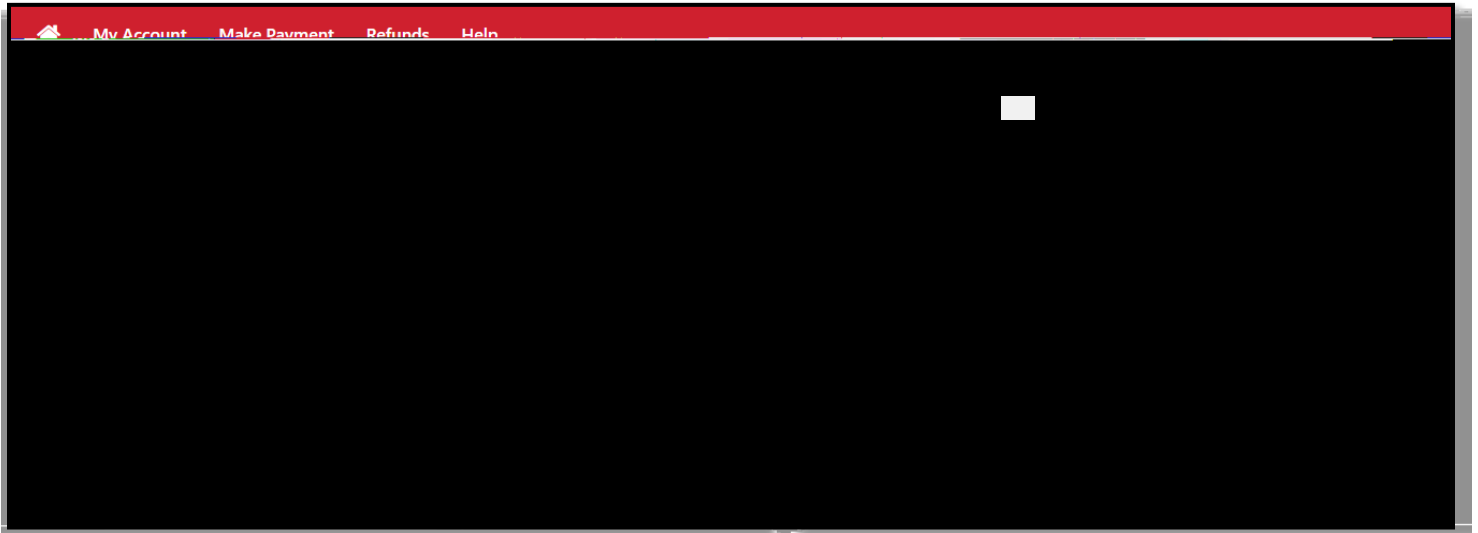From the Home menu, choose the "Authorized Users" option.



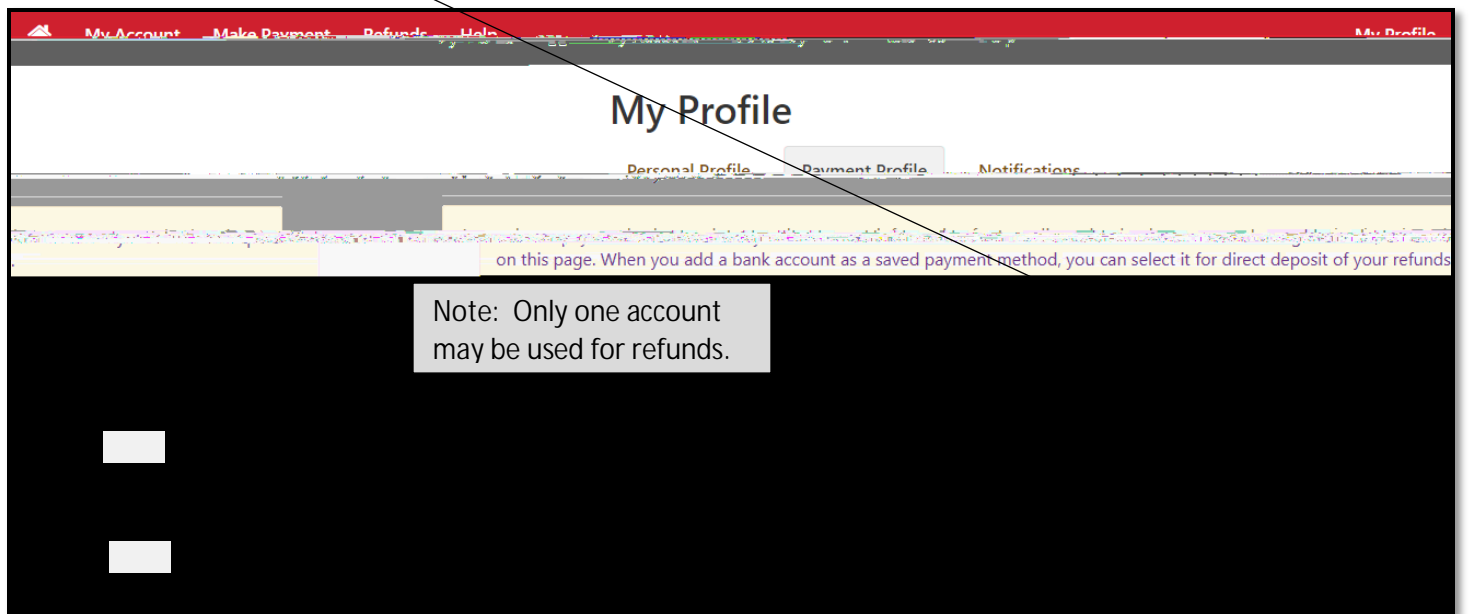Click on the "Add Authorized User" tab, follow the prompts to complete the required steps.



You can change existing Authorized User information by selecting the other tab.

# Removing a saved payment method

From the Home menu, choose "Payment Profile."

The ⚙ icon under the **Action** column gives you the options to delete or edit the account.

on this page. When you add a bank account as a saved payment method, you can select it for direct deposit of your refunds
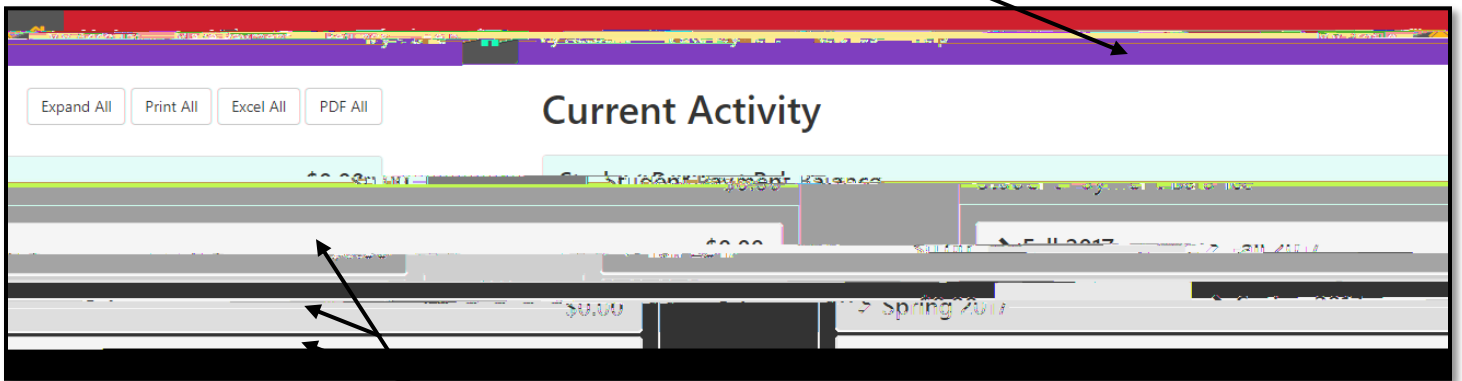
Note: Only one account may be used for refunds.

If you scroll further, there are options to add a new saved payment method.

# Viewing account activity
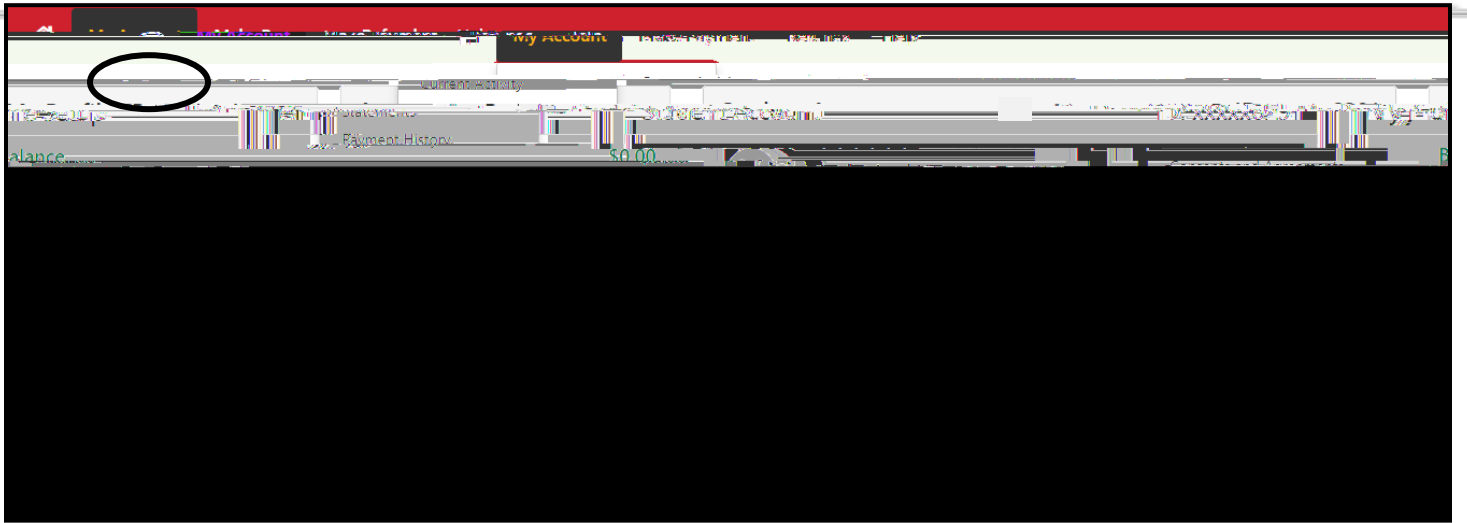
Options are provided on the upper left to accommodate a variety of needs.

## Current Activity

Expand All  Print All  Excel All  PDF All

Click to reveal detail options per semester.