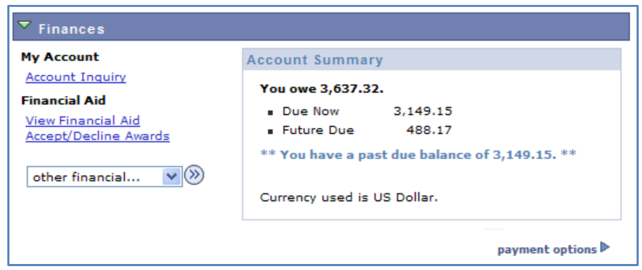
Using the Student Center: View Financial Account

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review the Financial Account information you can find in your Student Center.

In the Finances group box, Account Summary section, you will see the total balance outstanding on your student account to date. <u>To see your balance less any anticipated aid, you must navigate to the My Account section.</u>



The payment options link will take you to the QuikPAY Message Board. UB has partnered with Nelnet Business Solutions to offer certain online services. From this site you will be able to:

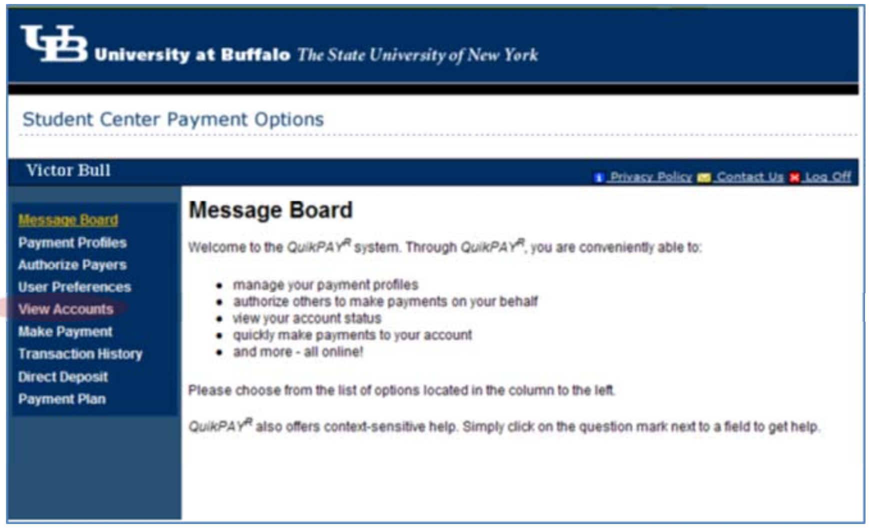
- View and print your bill
- Establish payment profiles
- Authorize others to make payments on your behalf
- View your account status
- Quickly make payments to your account
- Sign up for direct deposit
- Sign up for payment plan

View and Print Your Bill from QuikPAY

To access your statement, go to your HUB Student Center, under the Finance section, click on the "payment options" link. Upon doing this you have left HUB and entered the QuikPAY Message Board located with Nelnet Business Solutions.

This will take you to the Student Center Payment Options pages where you will see the "Message Board" welcoming you to the QuikPAY system.

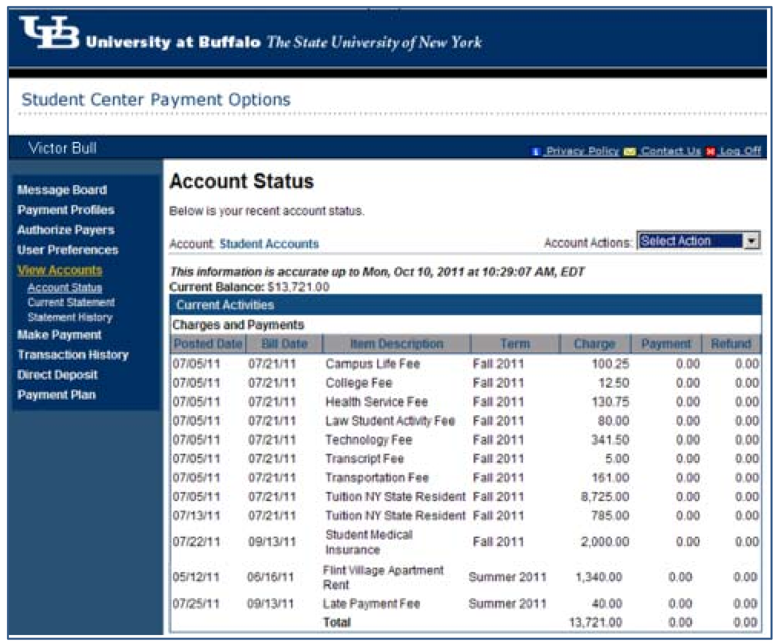
From there, click on the "View Accounts" link on the left side navigation bar.



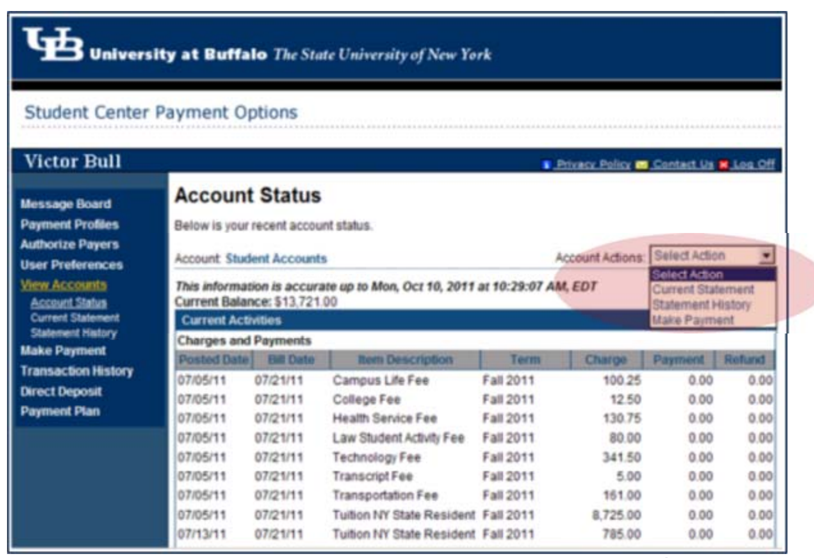
Account Status

When you click the View Accounts link, you will automatically be taken to the Account Status screens.

NOTE: This screen is comparable to the Account Inquiry – Activity screen in HUB Student Center.



To see your statement (eBill), you must continue your navigation to either "Current Statement" or "Statement History". In the drop down box titled "Account Actions", click on either "Current Statement" or "Statement History".

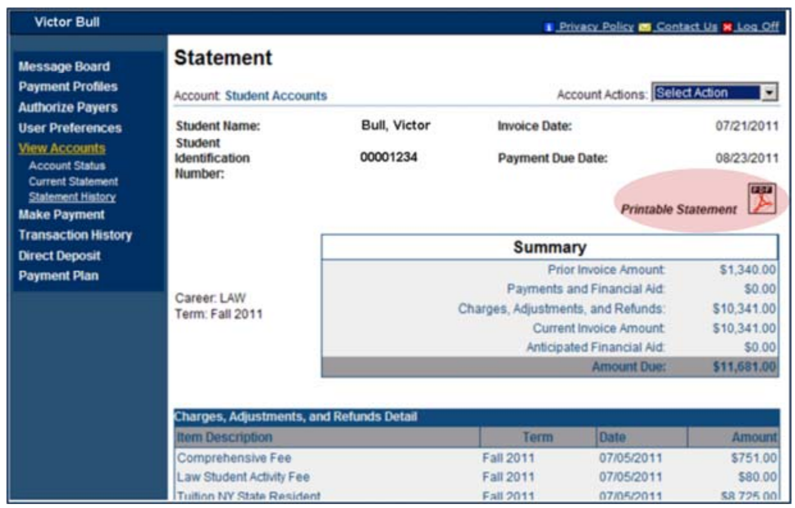


Statement History

By clicking on "Statement History", you will be taken to a similar screen as the one illustrated to the right. To view a specific statement, click on the icon related to the statement that is found under the "Detail" column.

Statement (eBill)

Your statement (eBill) is available in two formats. The eBill is presented as seen on the right in an html format for viewing. You will see a PDF icon that you can click to open and view/or print a statement.



NOTE: The components of the comprehensive fee have been combined as s single amount on the eBill. Otherwise, the account transaction information on the statement will contain the same transaction detail that is found in the HUB Student Center.

If you want to leave QuikPAY, and go back to the HUB Student Center, at this time you must logout of QuikPAY and navigate to the HUB by going back through MyUB.

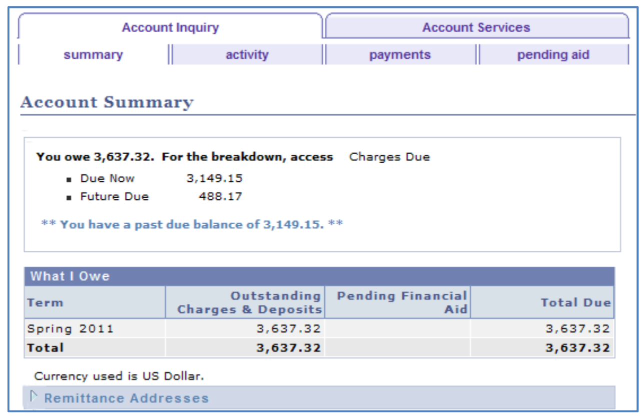
NOTE: You are leaving Nelnet and are now re-entering the HUB Student Center through MyUB

HUB Student Center
Finances Group Box
My Account

In the My Account section use the Account Inquiry link to view the details of your account.

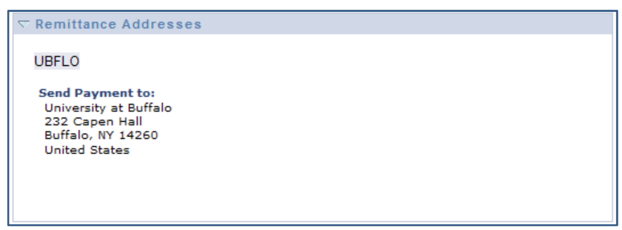
Account Inquiry - Summary

The Account Inquiry and Account Services page contains four tabs: summary, activity, payments, and pending aid. These tabs allow you to view transactions that have posted or are pending on your student account.



On the Account Inquiry page, you can view a summary of Outstanding Charges & Deposits, Pending Financial Aid and Total Due in the What I Owe section.

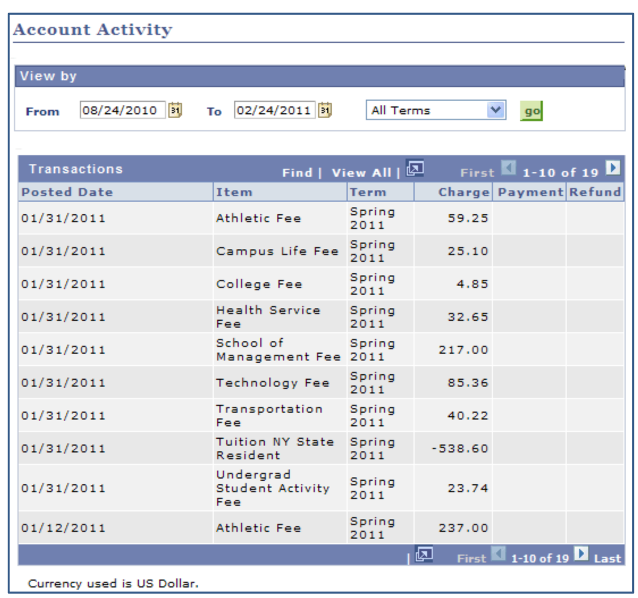
Below the What I Owe section click the Remittance Address Expand section button.



Send Payments to: is the address to mail a payment.

Account Inquiry - Activity

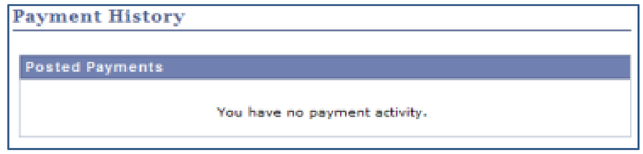
Use the Account Inquiry – activity page to view all of the account activity for a fixed period of time. Account activity can include any transactions that have been posted to the student's account, including charges, cash, checks, credit card payments, financial aid, and refunds.



Using the View by section of the page, you can filter account activity by Term for specific dates, or a range of dates. You can also use Find to search for specific transactions.

Account Services - Payments

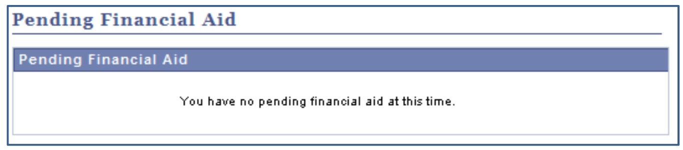
Use the Account Services – payments tab to view all payments and Financial Aid posted to the account.



You can also filter all posted payment activity by date.

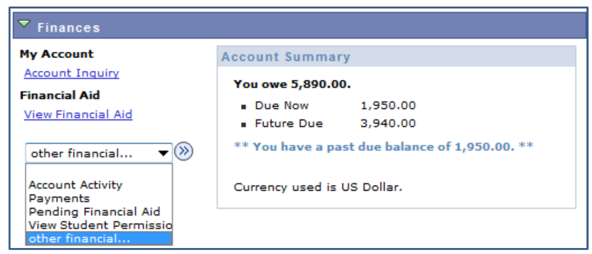
Account Services – Pending Aid

Use the Account Services – Pending Financial Aid tab to view anticipated (pending) aid that has not yet been posted to the account. Anticipated aid can be viewed by all Terms or by a specific Term.



Other Financial….

Within the Finances section, there is a drop down box that has the following options:



- Account Activity
- Payments
- Pending Financial Aid
- View Student Permissions

View Student Permissions

This screen shows if you have granted permission to allow your Title IV financial aid to pay all charges on the student account. If you have not granted permission or wish to change your permission, contact the Student Response Center at 716-645-2450 or go to 232 Capen Hall, North Campus.