The UNM Account Suite

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The UNM Account Suite

How to Access the UNM Account Suite

Go to myUNM (UNM’s portal), at http://my.unm.edu/, and log in with your UNM NetID and password.

Click on the Student Life Tab, then click on LoboWeb to enter.

From the Student & Financial Aid Menu in LoboWeb, click on “Make Payments, View Bill, Setup eRefunds, Installment Plans, etc.”

Student & Financial Aid Menu

Admissions
Apply for admissions, Check your admission status, Check your missing requirements.

Registration & Records
Add/ drop classes, Change Variable Credits & Grading Mode, Search for Classes to Add, Check your Registration Status, View Tuition & Fees Owed, View your Schedule, View Holds, View Final Grades, View Required Academic Transcripts, View Account Summary, Search Current Classes, Search New Session Audit (UNOCLASS)

Make Payments, View Bill, Setup eRefunds, Installment Plans, etc.
Pay by credit card, check or savings account, view your bill; Set up automatic bill payments, refunds, or installment plans; Authorize users to make payments on your behalf.

Financial Aid
Apply for Financial Aid, View the status of your financial aid applications; Check status of document requirements; Review loans.

Personal Information
Enter emergency contact information, Update directory information.

On the next page, click the “UNM Account Suite” button.

By clicking below, you will launch the UNM Account Suite in a new browser window.
When you are finished with your transactions on that site, make sure to logout and close that browser window.
The UNM Account Suite

How to Make Payments by Credit Card (MasterCard and Visa)

Click on the Payments Tab or click on the “Make Payment” link from the UNM Account Suite Home Page.

Select “New Credit Card” from the Payment Method drop-down.

Select “MasterCard” or “Visa” from the Credit Card Type drop-down.

Enter Account Number and Expiration Date.

Enter the Card Verification Value (click on “What is this?” to help you locate this number).

Enter the Cardholder Billing Information (name on card, billing address, city/state/zip):
The UNM Account Suite

How to Make Payments by Credit Card (cont’d)

If you wish, you may save this credit card information for later use. To do so, click the checkbox and enter a nickname for it. When finished, click Continue.

Confirm that the payment amount and payment date are correct. If you wish, you may enter a description in the Memo field. When finished, click Continue, otherwise click Cancel.

Review the payment information one final time. To make edits, click “Change these Values.” When finished, click Submit Payment, otherwise click Cancel.
If your payment is accepted, you will receive a confirmation page. Make sure to print this page for your records.

Thank you for your payment. We will send you a confirmation e-mail with payment details.

<table>
<thead>
<tr>
<th>PAYMENT CONFIRMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYMENT DATE:</td>
</tr>
<tr>
<td>PAYMENT TIME:</td>
</tr>
<tr>
<td>NAME OF PAYEE:</td>
</tr>
<tr>
<td>NAME ON CARD:</td>
</tr>
<tr>
<td>ACCOUNT NUMBER:</td>
</tr>
<tr>
<td>EXPIRATION DATE:</td>
</tr>
<tr>
<td>AMOUNT PAID:</td>
</tr>
<tr>
<td>STUDENT NAME:</td>
</tr>
<tr>
<td>CONFIRMATION NUMBER:</td>
</tr>
</tbody>
</table>

Please print this page for your records.
The UNM Account Suite

How to Make Payments by Checking or Savings Account

Click on the Payments Tab or click on the "Make Payment" link from the UNM Account Suite Home Page.

Select “New Bank Account” from the Payment Method drop-down.

Select “Checking” or “Savings” from the Account Type drop-down.

Enter your bank’s routing number and account number (click on “View Illustration” to help you locate these numbers).

Enter the Accountholder billing information (name on account, billing address, city/state/zip).
The UNM Account Suite

How to Make Payments
by Checking or Savings Account (cont’d)

If you wish, you may save this checking or savings account information for later use. To do so, click the checkbox and enter a nickname for it. When finished, click Continue.

- **OPTION TO SAVE**
  - [ ] Save this payment method for future use

**SAVE PAYMENT METHOD AS:**

- **MY_CK_ACCT**
  - (e.g. Primary Checking)

- **Continue**

Carefully read the authorization statement. When finished, enter the last four digits of your UNM ID number. (If you do not know your UNM ID number, go to [http://fastinfo.unm.edu](http://fastinfo.unm.edu), and search for Answer ID #2309.)

When finished, click I Agree, otherwise click Cancel.

- **I agree**
  - [ ] I Agree

Confirm that the payment amount and payment date are correct. If you wish, you may enter a description in the Memo field. When finished, click Continue, otherwise click Cancel.

<table>
<thead>
<tr>
<th>PAYMENT METHOD</th>
<th>PAYMENT OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAYMENT METHOD:</strong> <strong>MY_CK_ACCT</strong></td>
<td><strong>PAYMENT AMOUNT:</strong> $1.00</td>
</tr>
<tr>
<td><strong>ACCOUNT NUMBER:</strong> <em>redacted</em></td>
<td><strong>MEMO:</strong> TO PAY MY ACCOUNT</td>
</tr>
<tr>
<td><strong>ABA ROUTING NUMBER:</strong> <em>redacted</em></td>
<td><strong>PAYMENT DATE:</strong> 06/15/2003</td>
</tr>
</tbody>
</table>

- **Continue**
Review the payment information one final time. To make edits, click “Change these Values.” When finished, click Submit Payment, otherwise click Cancel.

If your payment is accepted, you will receive a confirmation page. Make sure to print this page for your records.

Thank you for your payment. We will send you a confirmation e-mail with payment details.

Please print this page for your records.
The UNM Account Suite

How to Set Up Payment Plans

Click on the Payment Plans Tab from the UNM Account Suite Home Page.

Click on “Sign up for a New Payment Plan”
The UNM Account Suite

How to View your Bill

To see detail of your recent activity since your last billing statement, click on the Payment Tab from the UNM Account Suite Home Page, then click on the Payment History Tab.

Make your selections (which payments to view, whose payments to view, transaction type, and time period), then click on View Payment History.
The UNM Account Suite

How to Set Up Authorized Users

Click on the Authorized Users Tab from the UNM Account Suite Home Page.

Read the paragraph regarding important information about FERPA, then click on Add an Authorized User

Enter a valid email address of the person you wish to authorize. Also select whether or not you want this person to be able to view your billing statements or payment history. When finished, click Add User.
The UNM Account Suite

How to Set Up Authorized Users (cont’d)

Carefully read the authorization statement, then enter the last four digits of your UNM ID number (If you do not know your UNM ID number, go to http://fastinfo.unm.edu, and search for Answer ID #2309). When finished, click I Agree, otherwise click Cancel.

I hereby authorize University of New Mexico to grant parents@home.com full access to my accounts, including ability to view all monthly statements, and/or make payments accordingly. My payment methods, credit card and/or checking account information, will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid in time and in full.

This agreement is dated Tuesday, June 20, 2006

For fraud detection purposes, your internet address has been logged.
128.24.221.12 at 06/20/2006 03:13:57 CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please enter the last four digits of your Student ID number in this field and press the “I Agree” button to continue.

The person you added is now authorized. The user will receive an email with instructions on how to log in to the site and make payments on your behalf (see next section for info). To add another user, click on Add an Authorized User. To update this user, click on “Update.”

Thank you. We have sent an e-mail to parents@home.com with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.

(Note: if the e-mail delivery fails for some reason, a notification may be sent to your e-mail address on record)

From this page, you can give others (parents, employers, etc.), the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

<table>
<thead>
<tr>
<th>Current Authorized Users</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:parents@home.com">parents@home.com</a></td>
<td>Update Delete</td>
</tr>
</tbody>
</table>

Please note: When you delete an authorized user, that person will no longer be able to make payments on your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.
Once a user has been authorized, they will receive a notification email (see below), with the username, password and URL they need to get to the site to make payments on your behalf.

```
From: bursar@unm.edu
To: [redacted]
Date: 20 Apr 2006, 01:43:02 PM
Subject: You have been given access

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments and more.

======== ACCESS INFORMATION ========
Student Name --- [redacted]
Username --- [redacted]
Password --- [redacted]

https://touchnet.unm.edu:8443

Sincerely,
University of New Mexico Business Office
```

The authorized user should click on the link in the email, and login with their email and password, as below.
The UNM Account Suite

How to set up Automatic Bill Payment

Click on the Payment Tab from the UNM Account Suite Home Page, then click on the Automatic Bill Payment Tab.

Click on "Set up automatic bill payment," and follow the setup instructions.
The UNM Account Suite

How to Set Up Automatic Refunds

If you think you may be entitled to a refund in the future, it would be to your advantage to set up a payment profile to receive your refunds electronically.

Click on the Refunds Tab from the UNM Account Suite Home Page, and follow the setup instructions.

Welcome Test Student43!

This is the place to manage your student account activity. Here you can view your bills, make payments, enroll in a payment plan, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site.