

## 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

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#### Admissions

Apply for admissions; Check your admission status; Check your missing requirements.

#### Registration & Records

Add / drop classes, Change Variable Credits & Grading Modes, Search for Classes to Add, Check your Registration Status, View Tuition & Fees Owed, View your Schedule, View Holds, View Final Grades, View / Request Academic Transcripts, View Account Summary, Search Course Catalog, Submit / View Degree Audit (PROGRESS)

#### Make Payments, View Bill, Setup eRefunds, Installment Plans, etc.

Pay by credit card, checking 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.**

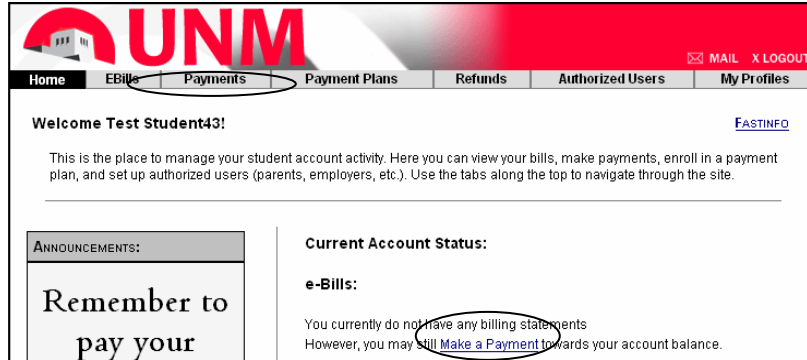
**When you are finished with your transactions on that site, make sure to logout and close that browser window.**

UNM ACCOUNT SUITE

# 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.

PAYMENT METHOD:

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).

ACCOUNT INFORMATION	
CREDIT CARD TYPE:	<input type="text" value="MasterCard"/>
ACCOUNT NUMBER:	<input type="text" value="5454545454545454"/>
EXPIRATION DATE:	<input type="text" value="06"/> <input type="text" value="2007"/>
CARD VERIFICATION VALUE	<input type="text" value="123"/> <a href="#">What is this?</a>

The card verification value is an extra 3 or 4 digit number printed on your credit card.

**VISA EXAMPLE**

**MASTERCARD EXAMPLE**

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

CARDHOLDER BILLING INFORMATION	
NAME ON CARD:	<input type="text" value="TEST STUDENT43"/>
BILLING ADDRESS:	<input type="text" value="100 PINE STREET"/> <input type="text" value="#12"/>
CITY:	<input type="text" value="ALBUQUERQUE"/>
STATE:	<input type="text" value="New Mexico (NM)"/>
ZIP CODE:	<input type="text" value="87114"/>


## 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.

OPTION TO SAVE	
<input checked="" type="checkbox"/>	Save this payment method for future use
SAVE PAYMENT METHOD AS:	<input type="text" value="MY_CR_CARD"/> (e.g. My Visa)

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.

PAYMENT METHOD		PAYMENT OPTIONS	
PAYMENT METHOD:	MY_CR_CARD	PAYMENT AMOUNT:	<input type="text" value="\$1.00"/>
ACCOUNT NUMBER:	XXXXXXXXXXXX5454	MEMO:	<input type="text" value="PAY MY BILL"/>
EXPIRATION DATE:	06/07	PAYMENT DATE:	<input type="text" value="06/19/2006"/> 

Review the payment information one final time. To make edits, click "Change these Values." When finished, click Submit Payment, otherwise click Cancel.

PAYMENT METHOD		PAYMENT OPTIONS	
PAYMENT METHOD:	MY_CR_CARD	PAYMENT DATE:	06/19/2006
ACCOUNT NUMBER:	XXXXXXXXXXXX5454	MEMO:	PAY MY BILL
EXPIRATION DATE:	06/07	PAYMENT AMOUNT:	\$1.00

[CHANGE THESE VALUES](#)

## The UNM Account Suite

### How to Make Payments by Credit Card (cont'd)

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.*

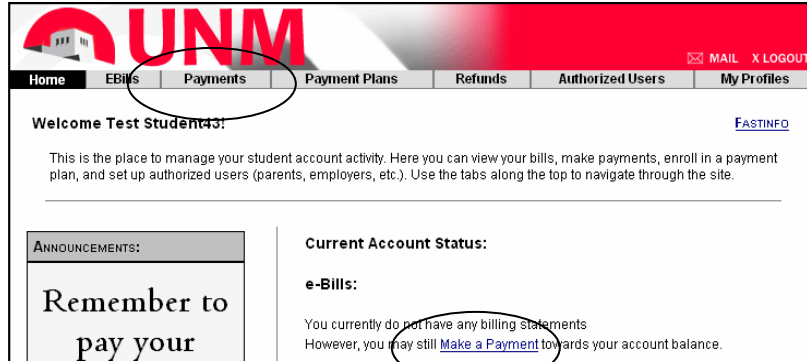
PAYMENT CONFIRMATION	
<b>PAYMENT DATE:</b>	Monday, June 19, 2006
<b>PAYMENT TIME:</b>	03:21:14 PM CDT
<b>NAME OF PAYEE:</b>	University of New Mexico
<b>NAME ON CARD:</b>	TEST STUDENT43
<b>ACCOUNT NUMBER:</b>	XXXXXXXXXXXX5454
<b>EXPIRATION DATE:</b>	0607
<b>AMOUNT PAID:</b>	\$ 1.00
<b>STUDENT NAME:</b>	Test Student43
<b>CONFIRMATION NUMBER:</b>	20060619000301

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.

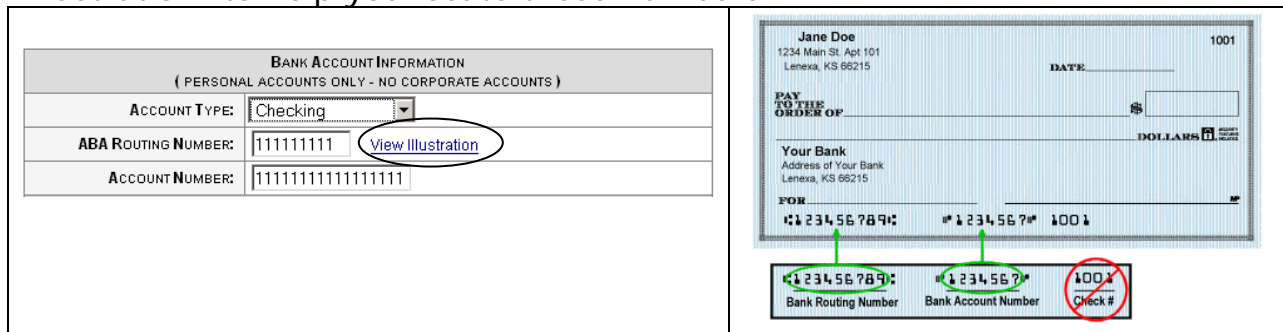


Select "New Bank Account" from the Payment Method drop-down.

PAYMENT METHOD:

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).

ACCOUNTHOLDER BILLING INFORMATION	
NAME ON ACCOUNT:	TEST STUDENT4
BILLING ADDRESS:	TEST ADDRESS APT #1111
CITY:	ALBUQUERQUE
STATE:	New Mexico (NM)
ZIP CODE:	87111

# 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	
<input checked="" type="checkbox"/>	Save this payment method for future use
SAVE PAYMENT METHOD AS:	MY_CHK_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>, and search for Answer ID #2309.)

When finished, click I Agree, otherwise click Cancel.

Please read the following agreement carefully before you continue.

I hereby authorize **University of New Mexico** to initiate recurring debit entries to my Depository according to the terms below, and for my Depository to debit the same to such account. In the event that this or any future electronic payment is returned unpaid for "NSF" or "Insufficient Funds", I understand that a \$ 15.00 return fee will be electronically debited from my account.

Name: [REDACTED]  
Address: [REDACTED]  
Depository: [REDACTED]  
Routing Number: [REDACTED]  
Account Number: [REDACTED]

This agreement is dated Monday, June 19, 2006  
For fraud detection purposes, your internet address has been logged.  
129.24.221.16 at 06/19/2006 03:15:45 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.

Cancel 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.

PAYMENT METHOD		PAYMENT OPTIONS	
PAYMENT METHOD:	MY_CHK_ACCT	PAYMENT AMOUNT:	\$1.00
ACCOUNT NUMBER:	[REDACTED]	MEMO:	TO PAY MY ACCOUNT
ABA ROUTING NUMBER:	[REDACTED]	PAYMENT DATE:	06/19/2006

Cancel Continue

## The UNM Account Suite

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

Review the payment information one final time. To make edits, click "Change these Values." When finished, click Submit Payment, otherwise click Cancel.

PAYMENT METHOD		PAYMENT OPTIONS	
PAYMENT METHOD:	MY_CK_ACCT	PAYMENT DATE:	06/19/2006
ACCOUNT NUMBER:	██████████	MEMO:	TO PAY MY ACCOUNT
ABA ROUTING NUMBER:	██████████	PAYMENT AMOUNT:	\$1.00

[CHANGE THESE VALUES](#)

Cancel

Submit Payment

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.*

PAYMENT CONFIRMATION	
PAYMENT DATE:	Monday, June 19, 2006
PAYMENT TIME:	03:17:37 PM CDT
NAME OF PAYEE:	University of New Mexico
NAME ON BANK ACCOUNT:	██████████
BANK ACCOUNT TYPE:	Checking
ACCOUNT NUMBER:	██████████
DEPOSITARY:	██
	██████████
	██
AMOUNT PAID:	\$ 1.00
STUDENT NAME:	Test Student43
CONFIRMATION NUMBER:	91

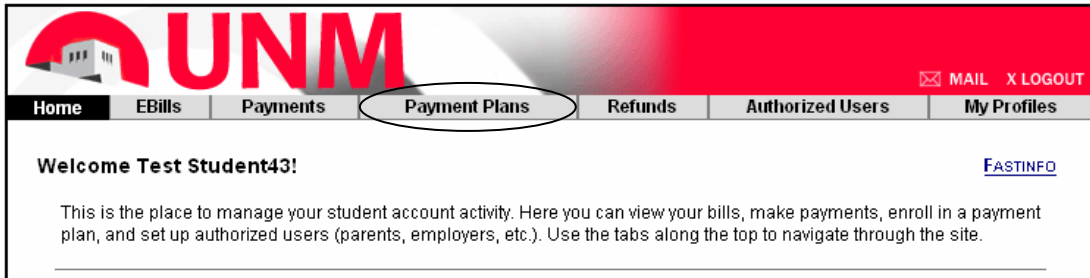
Please print this page for your records.



# 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"

STUDENT: TEST STUDENT43

[FASTINFO](#)

[SIGN UP FOR A NEW PAYMENT PLAN](#)

You don't have any active payment plans at this time.

# 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.

**UNM** MAIL X LOGOUT

Home EBills **Payments** Payment Plans Refunds Authorized Users My Profiles

Make a Payment **Payment History** Automatic Bill Payment

STUDENT: TEST STUDENT43 [FASTINFO](#)

**PAYMENT HISTORY**

Payment History provides you with a comprehensive report of all payments made by yourself or others. Choose from the reporting options below:

**SELECT PAYMENTS TO VIEW**

- Show all payments (including payments made outside this system)
- Show only payments made online through this system

**SELECT A PAYER**  
Note: This option is available only for payments made through this system.

- Show payments made by All
- Show only payments made by Me
- Show only payments made by Authorized Users

**SELECT THE TRANSACTION TYPE**  
Note: This option is available only for payments made through this system.

- View all transaction types
- View only electronic check (ACH) transactions
- View only credit card transactions

**SELECT THE TIME PERIOD**

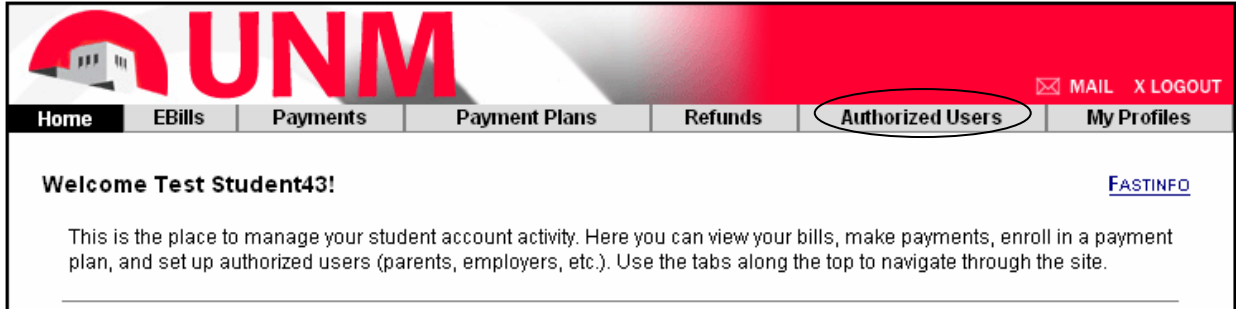
- No specific time period (full payment history)
- Show payments since my last billing date
- From: 05/20/2006 To: 06/20/2006

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

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.

YOU DON'T CURRENTLY HAVE ANY AUTHORIZED USERS.

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.

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.

ADD AN AUTHORIZED USER	
E-mail Address of the Authorized User:	<input type="text" value="parents@home.com"/>
OPTIONS	
Would you like to allow this person to view your billing statement?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Would you like to allow this person to view your payment history?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Cancel

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 on time and in full.

This agreement is dated Tuesday, June 20, 2006

For fraud detection purposes, your internet address has been logged.

129.24.221.12 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.

Cancel

I Agree

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.

CURRENT AUTHORIZED USERS	ACTION
<a href="#">parents@home.com</a>	<a href="#">Update</a> <a href="#">Delete</a>

Please note: When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Add an Authorized User

## The UNM Account Suite

### How to Set Up Authorized Users (cont'd)

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<sup>(\*)</sup>  
**To:** [REDACTED]<sup>(\*)</sup>  
**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: \[REDACTED\]](https://touchnet.unm.edu: [REDACTED])

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.

**AUTHORIZED USERS**  
(parents or others who have been granted access)

E-mail:

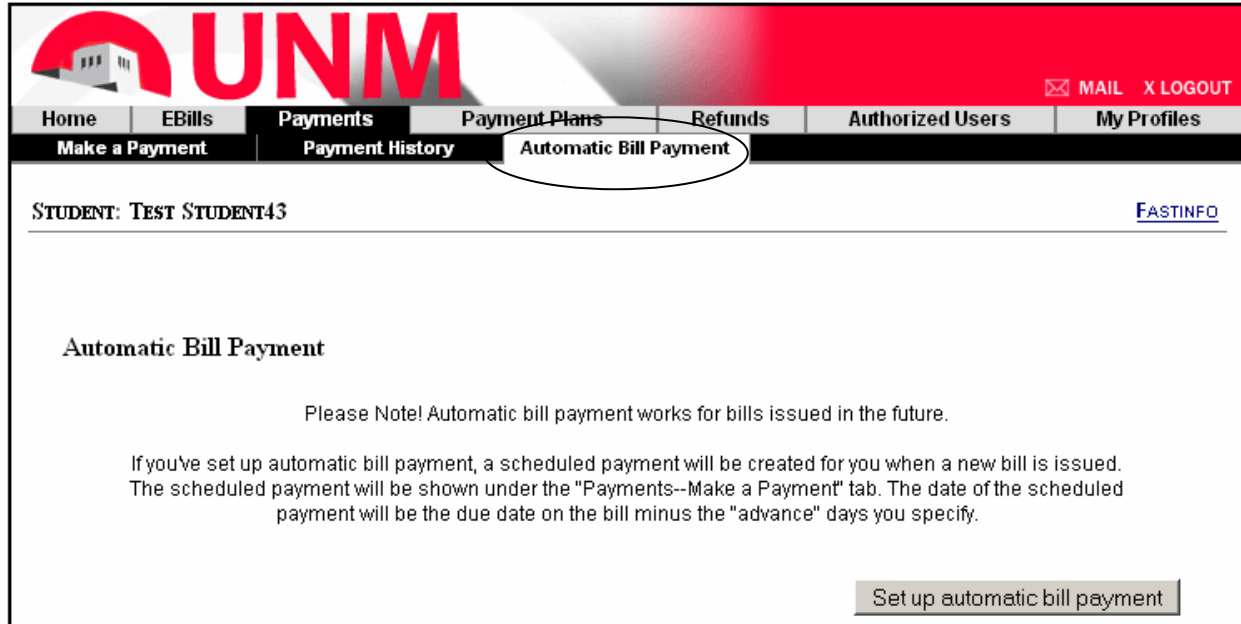
Password:

Forgot your password? View your [password hint](#), or have your password [e-mailed](#) to you.

# 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.



The screenshot shows the UNM Account Suite interface. At the top left is the UNM logo. To the right of the logo are links for 'MAIL' and 'LOGOUT'. Below the logo is a navigation bar with tabs: 'Home', 'EBills', 'Payments', 'Payment Plans', 'Refunds', 'Authorized Users', and 'My Profiles'. Under the 'Payments' tab, there are sub-tabs: 'Make a Payment', 'Payment History', and 'Automatic Bill Payment', which is circled. Below the navigation bar, the user is identified as 'STUDENT: TEST STUDENT43' with a 'FASTINFO' link. The main content area is titled 'Automatic Bill Payment' and contains the following text: 'Please Note! Automatic bill payment works for bills issued in the future. If you've set up automatic bill payment, a scheduled payment will be created for you when a new bill is issued. The scheduled payment will be shown under the "Payments--Make a Payment" tab. The date of the scheduled payment will be the due date on the bill minus the "advance" days you specify.' At the bottom right of the content area is a button labeled 'Set up automatic bill payment'.

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.

