

# **EASY STEPS TO COMPLETE THE PAYMENT CONFIRMATION PROCESS**

*Please note all financial information (student account and financial aid) regarding your UMES account can be found under STUDENT CENTER/FINANCES.*

**STEP 1:** Log into: My UMES Login

**STEP 2:** Click “HawkWeb Student Center”

**STEP 3:** You must **confirm** you are coming/returning to school for the **term** and **how you plan to pay**. Below “My Account” under “Term Confirmation”, click the yellow “confirm” and follow the instructions.

**MUST CONFIRM EVEN IF PAYING IN FULL.**

My Account

Online Financial Services  
Service Indicators  
Display Confirmation/Plan  
Manual Payment Info

Term Confirmation

2118

**Confirm**

(Please note term changes each session)

**STEP 4:** Read the message and proceed accordingly, click “I agree or 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 break down of your financial aid for each semester and the year.

Financial Aid

View Financial Aid  
Accept/Decline Awards  
Report Other Financial Aid

**STEP 6:** If you want to **view your account, complete the insurance waiver, or transfer funds** (if available) to your Hawkcard; under **My Account** click “**Online Financial Services**”.