

PAYMENT CONFIRMATION PROCESS

Easy Steps



Please note all financial information (Student Accounts and Financial Aid) regarding your UMES account can be found in the **STUDENT CENTER** under **FINANCES**.

STEP 1: Log into: My UMES Login

STEP 2: Click "**HawkWeb**" which takes you to the "**Student Center**".

STEP 3: If you want to see your Financial Aid; Scroll down to the "**Finances**" section and click on [View Financial Aid](#)
There you can view a breakdown of your financial aid for each semester and the year.

STEP 4: To complete your payment confirmation; Scroll to the bottom of the "**Finances**" section.
Click on [My Payment Confirmation](#) to *process online* -OR- if you need a *manual form* (non posted scholarships, 3rd party billing, etc.), Click on [Payment Plan Terms & Conditions](#)

STEP 5: In the term box type the term number -OR- Click the spy glass  button, to select the term, then Click  (Please note term charges each semester)

STEP 6: Read the message and proceed accordingly.

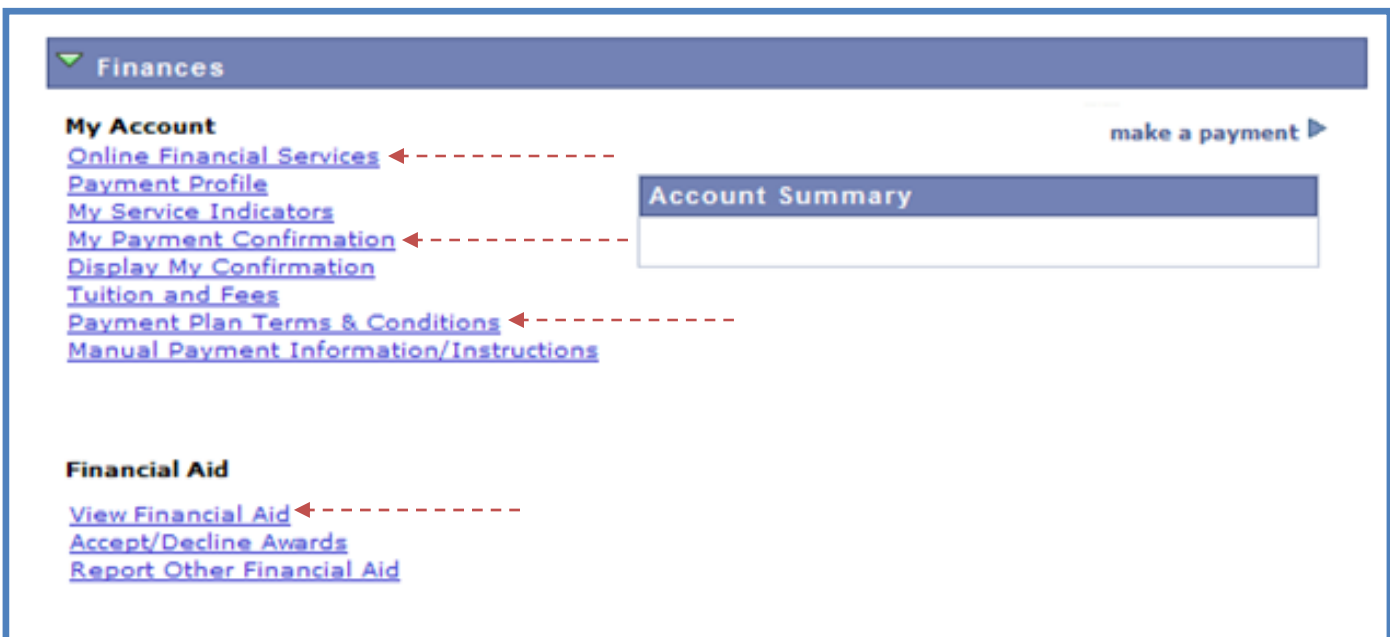
STEP 7: View your Payment Confirmation Options

- If you have enough funds or zero balance Click "**Register**" to complete the process
-OR-
- If you want to make a payment, Click "**Make a Payment**"
- Once the payment is made: Return to **Step 3** to resume the process.
- If you want to apply for a payment plan Click "**Payment Plan**"

STEP 8: Affix your ELECTRONIC SIGNATURE by Clicking "**I Agree**" to *Register* or "**I Accept**" for the *Payment Plan*

STEP 9: PRINT your *confirmation receipt* or the *payment plan schedule*.

STEP 10: If you want to view your account or transfer funds (if available) under My Account Click [Online Financial Services](#)



Finances

My Account make a payment ▶

[Online Financial Services](#) ← - - - - -

[Payment Profile](#)

[My Service Indicators](#)

[My Payment Confirmation](#) ← - - - - -

[Display My Confirmation](#)

[Tuition and Fees](#)

[Payment Plan Terms & Conditions](#) ← - - - - -

[Manual Payment Information/Instructions](#)

Account Summary

Financial Aid

[View Financial Aid](#) ← - - - - -

[Accept/Decline Awards](#)

[Report Other Financial Aid](#)