COMPLETING THE PAYMENT CONFIRMATION

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” which takes you to your “Student Center.”

**STEP 3:** You must confirm you are coming/returning to school for the term and how you plan to pay. Under “Term Confirmation”, click “confirm” and follow the instructions. If you need a manual form (needed for non posted scholarships, 3rd party billing, etc), Click “manual payment information” MUST CONFIRM EVEN IF PAYING IN FULL.

My Account

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

2098    [Confirm]
(Please note term)

**STEP 4:** Read the message and proceed accordingly, click “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 breakdown of your financial aid for each semester and the year.

Financial Aid

- View Financial Aid
- Accept/Decline Awards
- Report Other Financial Aid

**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 6:** Affix your ELECTRONIC SIGNATURE by Clicking “I Agree” to Register or “I Accept” for the payment plan

**STEP 7:** Print your confirmation receipt or the payment plan schedule.

**STEP 8:** If you want to view your account or transfer funds (if available) to your HAWKCARD; under My Account click “Online Financial Services”.

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