The following screen shots will guide you in the process of making a tuition deposit:

Start at the UNCA homepage, www.unca.edu, and select OnePort from the upper right corner.

Login to OnePort using your university username and password. To set up your password, select First Time Users and follow the prompts – you will need your University ID number and your university username, which are provided on your acceptance letter.
Once you are in OnePort, see the index on the left side of the screen; click on “Financial Aid and Payments,” then select ePayment.

On the next screen, select ePayment again.
This will take you to a new screen, click “Make Payment”:

Once again, click on “Make a Payment”: 
Now enter the $150 deposit amount and select Continue.

Select your payment method—either electronic check, or credit card:
From here, follow the screen directions for entering either your check routing number, or your credit card information. Please note that there is a transaction fee for credit card purchases.

For check payment:

**Account Payment**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment method</th>
<th>Confirmation</th>
<th>Payment Receipt</th>
</tr>
</thead>
</table>

**Elect Payment Method**

- Payment amount: $150.00
- Payment method: Electronic Check (checking) *

**Account Information**

*Indicates required fields*

You can use any personal checking or savings account.

Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.

Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

- Routing number: 
- Bank account number: 
- Confirm account number: 
- Name on account: 

**Option to Save**

- Save this payment method for future use

Save payment method as: (example My Checking)

- Continue
- Back
- Cancel

For credit card payments you will continue for a series of screens (see next page):

**Account Payment**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment method</th>
<th>Confirmation</th>
<th>Paynent</th>
</tr>
</thead>
</table>

**Review Details**

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

- Payment amount: $150.00
- Payment type: Credit Card through PayPath®, a tuition payment service.

- Continue to PayPath
- Back
- Cancel
Welcome to the PayPath Payment Service!
This service allows you to make credit or debit card payments for University of North Carolina - Asheville student accounts. A non-refundable PayPath Payment Service fee of 2.75% (minimum $3.00) will be added to your payment.

<table>
<thead>
<tr>
<th>Transaction Details</th>
<th>Summer 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Id</td>
<td>Student Account</td>
</tr>
<tr>
<td></td>
<td>$150.00</td>
</tr>
</tbody>
</table>

PayPath Payment Service accepts:

Payment Amount Information
In addition to the amount paid to University of North Carolina - Asheville, a non-refundable PayPath service fee of 2.75% will be added to your payment.

Payment amount: $150.00

Payment Card Information
PayPath Payment Service accepts:

*Indicates required fields
- Name on card:
- Card account number:
- Card expiration date: MM YY
- Card security code:

Billing Address
Check if address is outside of the United States:
- Billing address:
- City:
- State: North Carolina (NC)
- Zip code:
- Email address:
- Confirm email address:
- Phone number:
What’s Next:

- Once your tuition deposit and Tuition Deposit Form are submitted, you will receive further information regarding registration – don’t forget to check your unca.edu email account.

- Please remember to submit your Tuition Deposit Form at the time you make your deposit payment.

- For further assistance, feel free to contact us:

  More about deposits: https://studentaccounts.unca.edu/enrollment-deposits
  OneStop Office and Office of the Registrar: onestop@unca.edu or 828-350-4500
  Student Accounts Office: studentaccounts@unca.edu or 828-251-6664
  UNCA Information Technology Helpdesk: helpdesk@unca.edu or 828-251-6445