

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

**Start** at the UNCA homepage, [www.unca.edu](http://www.unca.edu), and select the OnePort icon from the upper right corner:

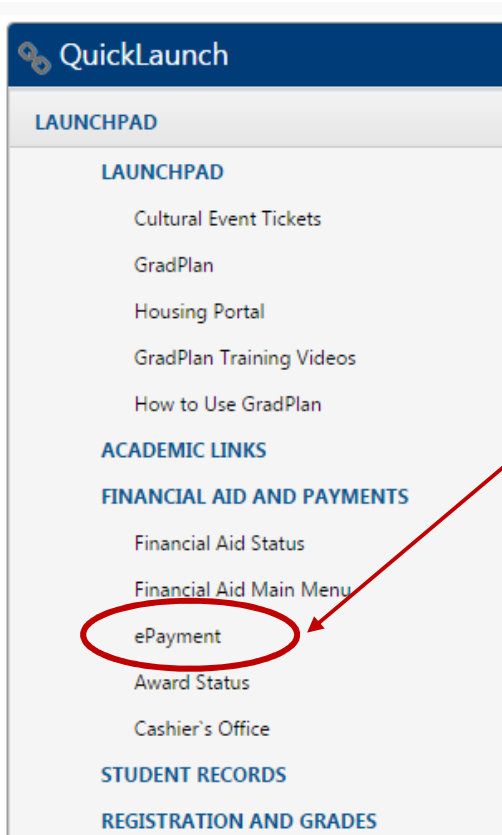


**Login to OnePort** using your university username and password. To set up your password, select First Time Users and follow the prompts – you will need your University ID number and your university username, which are provided on your acceptance letter.

A screenshot of the OnePort login page for the University of North Carolina Asheville. The page has a white background with a blue header containing the university logo and name. Below the header is a blue bar with white text: 'NEED HELP? Call 828.251.6445 or [itservicedesk@unca.edu](mailto:itservicedesk@unca.edu)'. The main content area is titled 'Sign In' and contains two input fields: 'Username' and 'Password'. Below these fields is a blue 'LOGIN' button. At the bottom of the login area, there are two links: 'Reset Password' and 'First Time Users'. The 'First Time Users' link is circled in red, and a red arrow points to it from the right side of the image.

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

Home > ePayment

Clicking on the ePayment button will take you offsite from UNCA to our ePayment processor Touchnet. There may be a slight delay, depending on internet traffic.

ePayment

RELEASE: 8.2.0

This will take you to a new screen, click "Make Payment"

**Announcement**

Welcome to **ePayment**

**Notice:** To see a credit card payment that you have just made, you have to log out of ePayment and log back in.

**Estimated Financial Aid** may include pending scholarship / grants / student loans as well as active TMS payment plans.  
Please review in My Account, Account Activity.

**Online Deposit Information**  
Fall 2017 deposit payments can be paid online with ACH or mailed with a check or money order.  
eDeposits will not show on your student account until the next business day.

**Student Account**

**Balance**

[Make Payment](#) [View Activity](#)

Once again, click on "Make a Payment":

**Account Payment**

**Current Account Status**

**Student Account**

**Balance:**

[Make a Payment](#) [View Account Activity](#)

Now enter the \$150 deposit amount and select Continue

## Account Payment

Amount	Payment method	Confirmation	Payment Receipt
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### Select Payment

Current account balance: \$0.00 \$ 150.00

Amount due: \$0.00 \$

Payment date:

Memo:

Select your payment method- either electronic check, or credit card:

## Account Payment

Amount	Payment method
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### Select Payment Method

Payment amount: \$150.00

Payment method:

Select Payment Method

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

**Electronic Check** - Electronic check payments require a bank routing number and account number, account only. You cannot use savings accounts or corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

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

Amount	Payment method	Confirmation	Payment Receipt
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**Select Payment Method**

Payment amount: \$150.00  
Payment method:  
Electronic Check (checking) ▾

**Select**

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

**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.

**Electronic Check** - Electronic check payments require a bank routing number and account number, account only. You cannot use savings accounts or corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

\*Routing number: (View example)

\*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**

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

## Account Payment

Amount	Payment method	Confirmation	Payment
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**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**



### 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.

Transaction Details	
<b>Term:</b>	Summer 2017
<b>Student Id</b>	<b>Amount</b>
[Redacted] - Student Account	\$150.00

PayPath Payment Service accepts:



[Continue](#) [Cancel](#)



### 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

[Continue](#) [Cancel](#)



### Payment Card Information

PayPath Payment Service accepts:



\*Indicates required fields

\*Name on card:

\*Card account number:

\*Card expiration date: MM  YY

\*Card security code:  [What is this?](#)

### 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:

[Continue](#) [Cancel](#)

## 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](mailto:onestop@unca.edu) or 828-350-4500

Student Accounts Office: [studentaccounts@unca.edu](mailto:studentaccounts@unca.edu) or 828-251-6664

UNCA Information Technology Helpdesk: [helpdesk@unca.edu](mailto:helpdesk@unca.edu) or 828-251-6445