

# STUDENT BILL AND PAYMENT INSTRUCTIONS

## FOR PAYING FALL 2017 SEMESTER CHARGES

To confirm your Fall 2017 registration, pay the total amount due on the student bill by

**MONDAY, AUGUST 21, 2017**

Payment may be made by cash, personal or certified check, money order, Visa, MasterCard, Discover, American Express, or University-approved financial aid.

### BY MAIL

Mail a **check** or **money order** to:  
UNCG Cashiers and Student  
Accounts Office  
P.O. Box 26170  
Greensboro, NC 27402-6170

### IN PERSON

Pay with **cash**, **check**, or **money order** at:  
UNCG Cashiers and Student Accounts  
Office  
151 Mossman Building, Campus

### ONLINE

Pay online with either **credit card** (with a 2.75% service fee) or **electronic check**. Access the Student Account Center through UNCGenie and follow the online payment instructions listed below.

### Mailing Instructions

- ◆ Include your 9-digit **University ID number** on all checks or money orders.
- ◆ Pay the **exact** amount owed. **Do not mail cash.**
- ◆ Make your check or money order **payable to UNCG.**
- ◆ Address your payment to the **UNCG Cashiers and Student Accounts Office**. Do not send it to any other UNCG office or just to UNCG.

### Online Payment Instructions Using the Student Account Center

- ◆ **Login for Students:**
  - ◆ Go to [www.uncg.edu](http://www.uncg.edu) and click on the UNCGenie System icon.
  - ◆ Click Enter Secure Area. Type in User ID (9-digit University ID number) and PIN and click Login.
  - ◆ Click Student Account Center.
- ◆ **Login for Authorized Users:**
  - ◆ Go to [www.uncg.edu](http://www.uncg.edu) and click on the UNCGenie System icon.
  - ◆ Click Student Account Center. Type in Email and Password and click Login.
- ◆ Once on the Student Account Center homepage, view your balance and click Make a Payment *or* click on the Make Payment link at the top of the page.
- ◆ Select Current Account Balance and enter the dollar amount to be paid. It is optional to enter a notation in the Memo block. Click Continue.
- ◆ Verify the Payment Amount, select the Payment Method, and click Select. If paying by Electronic Check, enter the banking information and click Continue. If paying by Credit Card, click Continue to PayPath and proceed with the step-by-step payment instructions. If a card is used to make payment, a **2.75% service fee** (minimum of \$3.00) will be assessed.

### Registration Confirmation

To verify if your Fall 2017 registration has been confirmed, login to the secure area of UNCGenie from UNCG's homepage, [www.uncg.edu](http://www.uncg.edu). Click Student Services and Financial Aid and then Payment Confirmation. Select the term and click Submit. If your registration has not yet been confirmed, please make certain your balance is settled in full by the payment deadline.



THE UNIVERSITY OF NORTH CAROLINA  
**GREENSBORO**

**Cashiers and Student Accounts Office**  
**P.O. Box 26170, Greensboro, NC 27402-6170**  
**151 Mossman Building, Campus**  
**Phone 336-334-5831 or toll-free 877-286-8250**  
**Fax 336-334-4178**  
**[cashier@uncg.edu](mailto:cashier@uncg.edu)**  
**<https://csh.uncg.edu/>**