HIGH PREMIER LIFE SKILLS UNIVERSITY

YOUR FAMILY'S STUDENT ACCOUNT CENTER GUIDE

Review your financial account information, authorize users who you'd like to access your account, make payments, enroll in a payment plan, access statements and annual tax forms and more!



Student Account Center

High Point University's Student Account Center will allow students and authorized users unlimited access online to:

- Select eRefund preference
- Add authorized users
- Setup personal profile; including text message notifications
- View student account activity
- Make a payment and schedule a future payment
- Enroll in a payment plan
- Make deposit payments
- View and print student statements
- Access your 1098-T information

Students and authorized users will also have the opportunity to view important announcements and account balances on the Student Account Center home screen. Access by scanning the QR code or visiting **www.highpoint.edu/studentaccounts**



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LOGGING IN FOR STUDENTS & AUTHORIZED USERS

There are several ways to access the Student Account Center.

Access the Student Account Center directly by visiting **www.highpoint.edu/studentaccounts/student-account-center** and selecting the appropriate access.

High Point University + Student Accounts + Student Account Center STUDENT ACCOUNT CENTER	
STUDENT ACCESS	AUTHORIZED USER ACCESS

Links for both students and authorized users can also be found toward the bottom of the following page: https://www.highpoint.edu/studentaccounts



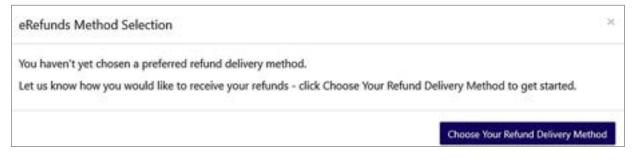
Students and Proxy users can also log in using the **Helpful Links** available to them within the Student Accounts and Student Financial Planning categories of the Student Self-Service Portal at: https://myaccount.highpoint.edu/Student/

Helpful Links
Student Accounts Center
Health Insur Waiver & Accept
Tuition Protection Insurance
New Academic Year Checklist

HIGH POINT UNIVERSITY	A ■ te C+ Sign out ① Help
Hello, Welcome to Colleague Self-Service! Choose a category to get started.	
Student Accounts	B Student Financial Planning
Here you can view your latest statement and make a payment online.	Here you can access financial and data, forms, etc.
Budent Planning	Course Catalog
Here you can search for courses, plan your terms, and schedule & register your course sections.	Here you can view and search the course catalog.

SELECTING YOUR E-REFUND PREFERENCE

Upon the student logging in, students will be prompted by a dialog box to set up their e-Refunds preference.



By clicking on the **Choose Your Refund Method** button, students will be redirected to our student refund processor, Heartland ECSI.

Heartland	
Select Delivery Meth	
	d delivery method. once a refund has been issued.
1 -3	
Direct Deposit	Paper Check
DIRECT DEPOSIT TO YOUR EXISTING CHECKING OR SAVINGS BARK ACCOUNT.	RECEIVE A PAPER CHECK MAILED VIA U.S. POSTAL SERVICE.
Use an existing bank account. Easy online enrollment process. Provide your bank account information in our secure environment.	Easy online eirrollment process. Confirm your mailing address. REFUND DELIVERY TIMELINE
KETUNO DELIVERY THELINE Your funds will typically arrive in your account 1 to 2 days after released by your school.	 Paper check typically issued within 1 business day after funds are released by your school. You will receive your check via U.S. Postal Service within 5 to 10 business days.
Select	Select

The student will need to choose between receiving a **direct deposit** or a **paper check** should the University need to refund any type of credit balance on their account.

Student address information is auto-populated from the school's system. If an address is incorrect the student will need to update their address within their user profile on the Student Self-Service portal or contact the University Registrar Office to assist in updating their information. If no preference is selected, the default option of a paper check will be issued to the address on file.

SETTING UP AN AUTHORIZED USER

Because we use a separate vendor for our Student Account Center, students must also complete the Consent for Access to Educational Records and provide proxy access to the Student Self-Service portal for those same individuals you authorize to access the Student Account Center to access the Self-Service portal and speak with university about your student information.

On the home screen, the student will select the **Authorized User** option on the right side.

HIGH POINT UNIVERSI	🔒 Millis () Sign not 🕐 Milli	
🗌 My Account Make Dayment Payment Plans	Deposits Relands Help	
Announcement: Welcone to the High Point University Student Descart Castal Here you can - Very your thefer account to see exceeds takenes. - Very symmetry and cablesced reporter information - Addres a payment and adversaria for follow payments - Make reporter and adversaria	Least time when papers let up a professor papers public is the Papers Parity paper Student Account D. sould the set of the Second Se	130 O Proved Fulle

The student will then add the email address of the user to be added.

•	My Account Make Pu	gment	Payment Plans	Deposits	Refunds	Help			My Profile
	Authorize	d Us	ers						
	Authorized Users	Add	Authorized User						
	of 1974 (FERIN), you	ur student vidual mar	financial records y view your accou	may not be si nt informatio	hared with a n and make	third party without you payments on your halfs	a written consent. Adding	y Educational Rights and Priva an authorized user is your wi cized users DO NOT have acco	Elipeit
	Email address of the a	uthorized	user						
	Would you like to allo Would you like to allo						# Yes # Yes	0 No 0 No	

For payment plan enrollment, each payer must have an Authorized user account.

Authorized users will receive two emails;

The first alerts them to access being granted and their username (their email address) and the link to access the website.

The second email is their **temporary password** and link again to the website. Upon first logging in, they will be asked to enter their first and last name and change their password.

UPDATING YOUR PERSONAL PROFILE

To add a mobile number and enroll in text message notifications select **Personal Profile** under the **My Profile Setup** section of the home page.

HIGH POINT UNIVERSI	8 • •	(+ Sign out	(1) met	
My Account. Make Payment Payment Plane	Deposits Refunds Holp			
Announcement Welcome to the High Point University Student	Construction of the property list of a protocol property profile in the Payment Profile prope	10.040	rofile Setup Autorient Seco	
Account Contact Here yes care	Student Account ID: xxx8001	G		
Mere prior studied account to one account balances, pagements and additional important lidenmatics Mohar approval and contains pagements Grow pagement biformation for fature pagements Mohar legand pagements	Ealance 5433.00 Ventilation Personal National Section Personal Nation	-	Personal Profile	

Please note that any emails sent directly from the Office of Student Accounts will be sent only to the students highpoint.edu email address.

VIEW ACCOUNT ACTIVITY

Your student account balance summary is displayed in the **Student Account** section in the center of the home page. Select the **View Activity** button below your balance summary to see the account details.

My Account Make Payment	Payment Plans Deposits Refunds Hel	e .	
Announcement	Student Account	ID: xxx1599	My Profile Setup
Welcome to the High Point University Payment Portal! Here you can: • View your account activity	Balance View Attivity Enro	\$30,744.86 Ein Payment Flan Make Payment	Authorized Users
 Make payments Set up a payment plan Add authorized user access 			Consents and Agreements

You can also get to the account activity by selecting **My Account** on the header bar and selecting **Account Activity** from the drop-down menu.

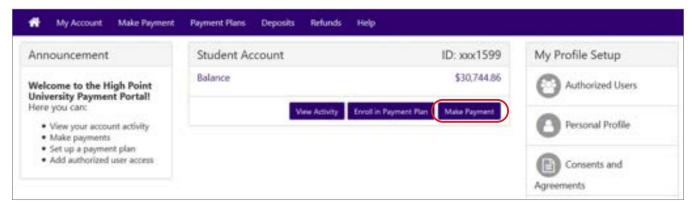


You have the ability to **print or export** the information as either an excel or pdf file.

ale Payment Payment Plan	Deposits	Refunds Help	My Prolife
ivity			Inpart Al Post Tout 1929
Full address 4 address	B	West Activity	
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			\$30,739.86
			\$5.00
	ivity National analysis Information	ivity fot assert assign	fut assure anny:

HOW TO MAKE A PAYMENT

A payment can be made by selecting the **Make Payment** button in the Student Account section or by selecting **Make Payment** on the header bar.



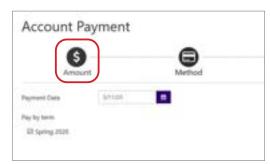
- 1. A payment can be made on the current day or scheduled for a future date. Payments can be made towards a single term or multiple terms that have balances.
- 2. The payment method can be either a credit card/debit card or electronic check.

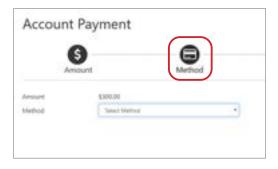
Payments being processed by credit card will receive notification of the 2.95% processing fee. To avoid this fee, we encourage our students and families to pay by electronic check whenever possible.

For Electronic Check only, you will be given the option to save the payment method for future use.

If you elected to schedule a payment for a future date, you will also have the opportunity to edit or delete the payment prior to the payment date you had scheduled it for.

3. Before processing your payment, you will have the opportunity to review and change your payment amount, payment date, and/or payment method.





\$)	-6	0	0
Amo	unt,	Method	Confirmation	Receipt
Nealer review the	transaction details. Clicking C	Continue will open a new win	tow, where you will complete your trans	action.
Payment Info	ormation		Paid To	
Term Account		Amount	Core University Parkinay	
Spring 2020	Student Account	\$300.00	Office of Student Accounts High Point, NC 27258	
Payment Amou	int	\$300.00		
		Change Amment	Confirmation Email	
Payment Date		57100 0	Primary minch@highpo	sintedu
Selected Pay	ment Method			
	PATH	1		21.515

STORING YOUR PAYMENT METHOD

To securely store your electronic check payment information for future use, you can do so by selecting **Payment Profile** under the **My Profile Setup** section of the home page.

knouncement	() Loss time when paying, list up a professed payment public in the Payment Profile page.		My Profile Setup
Velcome to the High Point University Payment ortall			Authorized Users
ere you can:	Student Account	ID: xxx1599	
 Mere plur attenti atteity Make payments 	Balance	\$30,744.86	O Personal Profile
Set up a payment plan Aut automoti une autem	Vew Activity Excel Art System (Not	Matchigenet	Dispress Prolie
			Conserts and Agreement
			Dectoric Relands

VIEW AND PRINT A STATEMENT

Students and authorized users will be notified when a new statement becomes available to be viewed.

You can access statements by selecting the **View Statements** button in the **Student Account** section or by selecting **My Account** from the header bar and select **Statements** from the drop-down menu.

My Account Make Payment	Payment Plans Deposits Refunds Help		*	My Account	Make Payment
Announcement	Student Account	ID: xxx7296		Account Activit	y
Welcome to the High Point	Balance	\$0.00		Statements Payment Histo	ry
University Student Account Center!	Ven	Activity Make Payment		Consents and	Agreements
*Balances will need to be cleared prior to registering for next semester *	Statements				
	Your latest eBill Statement (3/10/22) Statement : \$0.00	View Statements			

Statements can be sorted by statement date, due date or amount.

My Account	Make Payment	Payment Plans	Deposits	Refunds	Help		
Statem							
							Search
Statement De		Due	Date 11			Amount IT	Action
5/11/20		TEST	ING OVERRO	DE		\$27,489,28	View
showing 1 to 1	of 1 entries						
						View All Activity View Activity	Since Last Statement Make Payment

You will also be able to print and download your statements.

Press CTRL-P to print.

HOW TO ENROLL IN A PAYMENT PLAN

Select Enroll in a Payment Plan in the Student Account section or Payment Plans from the header bar.

🖬 My Account Make Payment Plans	Depusits Refunds Hillp	
Announcement	() Since these when paying. Set up a predicted payment public in the Payment Public page.	My Profile Setup
Welcome to the High Point University Payment Portall		Authorized Users
Here you can: • View pror annual activity • Mate payments	Student Account ID: xxx1599 Balance \$30,744.86	Personal Profile
 Set up a payment plan Add sufficient user access 	View AcVely Excel is Equival Male Equival	E Fayment Profile
		Conserts and Apromets
		Dectronic Refunds

Select the term you wish to enroll in and select the payment plan.

-#	My Account Make Payment	Payment Plans Deposits	Refunds Help	
	Payment Plan	Enrollment		
	Select		Schedule	Agreement
		ct Term	* Select	Agreenen

All of the details of the plan will be outlined for you including plan descriptions, setup fee and installment dates and amounts.

My Account Make	Payment Payment Plans	Deposits Refunds	Help			
Payment P	Plan Enrollme	nt				
2	6)	0)	
Select		Sche	edule	Agreem	Agreement	
Select Term	Spring 2020	Select				
Plan Name			Setup Fee	Installments	Action	
Undergraduate Payme	rrit Plan - 5 Installments		\$50.00	5	Details Select	
Estimated Plan Templa	de		\$50.00	5	Details Select	

Before completing the plan, you will have the opportunity to review and print the terms and conditions that you are agreeing to.

HOW TO MAKE A DEPOSIT PAYMENT

To make an online deposit payment towards your account select **Deposits** on the header bar. Then **select the term** for the deposit you wish to make from the drop-down menu.

*	My Account	Make Payment	Payment Plans	Deposits	Rehards	Help		My Profile
	Deposi	t Payme	nt					
	Deposit Paym	ent Deposit	History .					
		6		0			0	0
	1	Amount		Method		Confir	mation	Receipt
	Salard a large	then deposit payme	-	and the second second				
	- period a lighter	the order being	out account just we	and state of the	en a balance	1 toward		
	Select	a tirm Select	Spine		- Select			

Once the term has been selected you can then **select the deposit type** you wish to make from the drop-down menu.

*	My Account	Make Payment	Payment Plans	Deposits	Reheals	Help		My Profile
	Deposi	t Payme	nt					
	Deposit Payre	ent Deposit	History					
		ß				e	`	0
		mount		Method		Confirm	nation	Receipt
	Select a term	then deposit payme	int account you wo	uld like to me	ka a paymen	f toward		
	Select	a term	02	2	Select	Select a deposit	John (1 Depuis) Payment	- Select

You will be provided with a description and in most instances an amount associated with the deposit. If a different amount is allowed, you will be given the option to enter the amount you wish to pay.

Much like a regular online payment covered above, you will be walked through the steps to choose a payment method, confirmation and receipt of transaction.

Under the Deposit History tab, you will be able to see previous deposits you have made through the Student Accounts Center.

VIEW YOUR 1098-T STATEMENT

Once logged into the Student Account Center in the middle below statements you will see the option to view your latest 1098-T statement. Click **View Statement** for the item you would like to view.

Payment Plans Deposits Refunds Help	
Student Account	ID: xxx7296
Balance	\$0.00
View Activity	Make Payment
Statements	
Your latest eBill Statement (3/10/22) Statement : \$0.00	View Statements
Your latest 1098-T Tax statement 2021 1098-T Statement	View Statements
	Student Account Balance Vew Activity Statements Your latest eBill Statement (3/10/22) Statement : \$0.00 Your latest 1098-T Tax statement

Once selected you will choose **view** on the statement.

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teme	nts					
g Statement	ts 1098-T Tax	Statements				
8-T Tax S	tatement					
Year						Action
s						View
		8-T Tax Statement Year				

Next you will be redirected to ECSI where you can view and print the 1098-T report for your student.



At High Point University, every student receives an extraordinary education in an inspiring environment with caring people.®

HIGH POINT UNIVERSITY THE PREMIER LIFE SKILLS UNIVERSITY

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