How to make a Payment
In the Office

• Bld. 53 – Cashier’s Office
• We accept cash, check, money orders & cashier’s checks
• We do not accept credit cards in the office but you may use one of the computers in our Lobby to make the payment

By Mail

• Mail payment to:
  1 UNF Dr.
  Attn: Cashier’s Office
  Jacksonville, FL 32224

Online

• Log onto myWings – “View & Pay my Bill”
• Select “Make a Payment” and follow instructions
  (detailed instructions can be found in the follow slides)

Drop Box

• The Drop Box for check payments is located at the front of Bld. 53. If you arrive after hours you can place your payment in the drop box and it will be processed once the office has opened.
Once logged onto “View & Pay my Bill” selected “Make a Payment” twice
The Account Payment page will appear

“Amount Due” will list all charges currently due on the account. *You can change the amount by clicking inside the box and entering a new amount.*

“Pay by Term” allows you to choose which term you are paying for.

Select the payment option and click continue.
Select your Payment Method by clicking on the drop down box.

Pay by Electronic check (no convenience fee)
Pay by Credit Card (MasterCard, Discover or American Express) carries a convenience fee charge.
Pay by electronic check

1. Select from the drop box the Account Type (only personal checking and savings accounts)
2. Enter your routing number (view example)
3. Enter the bank account number & confirm it (do not enter the check number)
4. Enter the name on the account, not your name

**Options:**
1. Click the check box to use this account for your refunds
2. Save the payment information so you do not need to enter the banking information next time

Name this account-such as primary checking, my savings

Click on Continue
Confirmation Page but You Are Not Finish!

Only by clicking on **Submit Payment** does the bank transmittal process begin and an email with your payment receipt is sent to your UNF email account.

- Your payment is not officially confirmed until we receive payment from your bank. This may take 3-5 business days.
- Remember to verify all of the information before you click ‘Submit Payment.’
Final Notes

- **The payment deadline is strictly enforced.** ("View & Pay My Bill" is taken offline at the payment deadline and resumes at 8:00 am the following morning). Payments not received on time are considered late and a $100 late payment fee will be assessed.

- *If your Financial Aid has adjusted, or you want to pay more/less than your “Current balance including Estimated Aid” go back to Slide #4 – Account Payment Page.*

- Email us with any questions: cashier@unf.edu