Who Are We?
We are the **Cashiers and Student Accounts Office**. You will work with us each semester to settle your student account balance. Once your balance is settled in full, your registration will be confirmed, and you are set to attend classes!

Our regular business hours are Monday through Friday from 8:00am to 5:00pm. Visit us online at csh.uncg.edu to view updated tuition and fee schedules; payment options, instructions, and deadlines; 1098-T tax information; and so much more!

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**Don't forget - the Fall 2018 payment deadline is Friday, July 27, 2018!**

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**How Can You Pay Your Bill?**
- Pay your balance in full
  - Pay online with a credit card or electronic check. There's a 2.85% service fee if you use a card but no fee if you use a checking account.
  - Pay a cashier in our office. We accept cash, check, and money order.
  - Mail a check or money order. Make it payable to UNCG, include your 9-digit student ID number, and make certain we receive it no later than July 27.
- Set up a monthly payment plan
  - Login to your Student Account Center within UNCGenie to set up a payment plan for the Fall 2018 semester. The deadline to set up this plan is July 27.

**Where Can You Pay Online?**
- Login to the secure area of UNCGenie using your User ID and PIN.
- Click on "Student Account Center".
- Click on "Make Payment".

**Important Statement Regarding Your Amount Due**
The "Amount Due" on your Fall 2018 eBill is accurate as of the statement date. Login to your Student Account Center and "View Activity" for any updates in account charges and anticipated credits, which would affect your amount due.

**Check Your Registration Confirmation**
Login to the secure area of UNCGenie using your User ID and PIN, click on the "Student" tab, and click on "Payment Confirmation" to see if your registration is confirmed. If not, please settle your balance by the July 27 payment deadline!

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**It's that easy!**

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**Being charged for the university's health insurance plan? Have your own coverage and don't need it?**
Go to studentbluen.com/uncg to complete the online waiver. The deadline to submit this waiver is September 10, 2018. Contact Student Health Services at 336-334-5759 if you have any questions.

**Expecting financial aid?**
Contact the Financial Aid Office at finaid@uncg.edu or 336-334-5702. If you are receiving federal funds, make certain you complete the Title IV Authorization Form online through UNCGenie!

**Expecting a third party billing source to pay your bill?**
Be sure to submit an appropriate billing authorization to our office by July 27.

**Be prepared for tax season!**
Submit your completed W-9S form to us. This form is available in our office and online at csh.uncg.edu/educational-tax-credits.
HELPFUL INSTRUCTIONS

Set Up Direct Deposit for Student Refunds

- Login to the secure area of UNCGenie using your User ID and PIN.
- Click on “Student Account Center”.
- Click on “Electronic Refunds”.
- Click on “Set up Account”.
- Select the account type and enter the routing number and account number. Enter the billing information and click "Continue" to complete the process.

Complete the Online Student Health Insurance Waiver

- Go to studentbluenc.com/uncg.
- Click on “Waive” located near the top of the webpage.
- Click on “Request a Waiver”.
- If you have already set up an account, enter your User Name and Password and click on “Login”. Otherwise, click on “New Users”, “Request Waiver”, and enter the required information.
- On the Dashboard screen, select “Enrollment & Waivers” and continue through the process to complete the online waiver.

Complete the Online Title IV Authorization Form for Federal Financial Aid

- Login to the secure area of UNCGenie using your User ID and PIN.
- Click on “Student Services and Financial Aid”.
- Click on “Financial Aid Title IV Authorization”.
- Respond to Sections A and B and click “Submit”.

View/Print Your 1098-T Tax Information Form

- Login to the secure area of UNCGenie using your User ID and PIN.
- Click on “Student Services and Financial Aid”.
- Click on “Student Records”.
- Click on “Tax Notification”.
- Enter the “Tax Year” and click “Submit”.

Set up Authorized Users

- Login to the secure area of UNCGenie using your User ID and PIN.
- Click on “Student Account Center”.
- Click on “Authorized Users”.
- Click on “Add Authorized User”.
- Enter the user’s email address, respond to the three questions, and click “Continue”.
- Agree to the terms and click “Continue” to complete the process.