

STEPS TO GET TO THE ONLINE ACCOUNT CENTER

1. Go to the UNCP homepage
2. Click "Quick Links" then "BraveWeb"
3. Put in your username and password
4. Click "Online Account Center"
5. Welcome "your name" appears on the screen
6. At the top you will see tabs that will give you access to the following:
 - a. Home
Shows current account balance with estimated financial aid
 - b. E-bills
 - i. View the latest bill
 - ii. Click the "View Statement" drop down box to view previous bills
 - c. Payments
 - i. View the latest bill
 - ii. Make a payment
 - iii. View Payment History
 - iv. Set up automatic payment when a new bill is issued
 - d. Refunds
 - i. Refund History
 - ii. Payment profile to set up electronic refunds (See instructions below and follow d. through i.)
 - e. **Authorized Users**
 - i. Click "Add Authorized User"
 - ii. Enter e-mail address of authorized user
 - iii. Answer two yes or no access questions
 - iv. Click "Add User"
 - v. Authorized user will receive an email with a password. Authorized user must utilize the following link to log into the Online Account Center.
 - vi. Authorized user link: https://epay.uncp.edu/C20230_tsa/web/index.jsp
 - f. My Profiles
 - i. Set up for text messages
 - ii. Create payment profiles for payments or electronic refunds
 - g. Quick View will give you quick options to some of the above information

INSTRUCTIONS ON HOW TO SET UP DIRECT DEPOSITS FOR REFUNDS

- a. Student will sign into BraveWeb account
- b. Click "Online Account Center"
- c. Click "My Profiles" located at the top of the screen
- d. Click "Payment Profile" located under page header
- e. Select payment type with drop down window
- f. Click "Go"
- g. Enter bank account information
- h. Check box next to "Refund option...if you would like refunds to be deposited into this account."
- i. Click "Save"