

Authorized Users – Please Read

- Only students can create authorized user accounts
- It is highly recommended that students set themselves up as authorized users if they wish to access their account outside of the normal ZipLine hours.
- Authorized users have access to the following functions: make a payment, payment history, view account balances.
- A student may change the password for an authorized user or remove access to an authorized user at any time.
- If an authorized user forgets their logon and/or password they **MUST** contact the student for this information. *The student creating the authorized user account is the ONLY person who can access the authorized user account.*
- The student **MUST** log in to ZipLine and access the “Make a Payment” area in order to manage the authorized user accounts.

Create an Authorized User Account

1. Log into ZipLine with your UAnetID and password and click the **Finances** link.
2. Click the **Make a Payment** link.
3. From the main account page click the **Add New** link under “Authorized User PINs”.
4. Enter the appropriate information for the user. Click **OK**.

View Payments

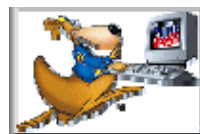
1. Either log in to ZipLine (method 1) and click the **Finances** link and then **Make Payment link** or log in as an authorized user (method 2) using the **Parents – Make a Payment** link.
2. Select the **View** link (under the “Your Recent Payments” heading) for the specific payment you wish to view. Select the **View All** link to view all payments.
3. The payment information returns. To print a copy of the receipt click **View Printable Receipt** and then click **Print Receipt**.
4. To receive an electronic copy of the receipt click **Email Another Receipt** and enter the email address when prompted.
5. Always sign out when finished.

Modify Saved Payment Methods

1. Either log in to ZipLine (method 1) and click the **Finances** link and then **Make Payment link** or log in as an authorized user (method 2) using the **Parents – Make a Payment** link.
2. Select the Edit link (under the “Saved Payment Methods” heading) for the saved payment method you wish to edit.
3. Make the necessary changes to the payment method and click the **OK** button.
4. Always Sign out when finished.

Important Information

Student Financials: 330-972-5100
Support Desk: 330-972-6888
E-mail address: cashier@uakron.edu
Information: <http://www.uakron.edu/busfin/studentfin/>



Software Training
February 2006

Student Financials

Online Payment Overview



The University of Akron
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Browser Settings – PLEASE READ!!

Follow the steps below to configure Internet Explorer:

1. From within Internet Explorer, select **Tools – Pop-up Blocker – Pop-Up Blocker Settings**. If you do not have this option you can stop here – you do not need to follow the instructions.
2. Type the following under “Address of Web site to allow:” **uakron.edu**
3. Click the **Add** button.
4. Make sure there is a check in the box for “**Show Information Bar when a pop-up is blocked**”.
5. Click the **Close** button.

Accessing Student Financials

Two methods:

1. Students may log in to ZipLine using their UAnetID and password. **Only students can log in using this method.**
2. Authorized users may log in with their Authorized user PIN and password.
 - A user must be assigned an authorized user PIN in order to log in using this method.
 - Authorized users can access the system 24 hours a day/7 days a week

Method 1 – ZipLine login:

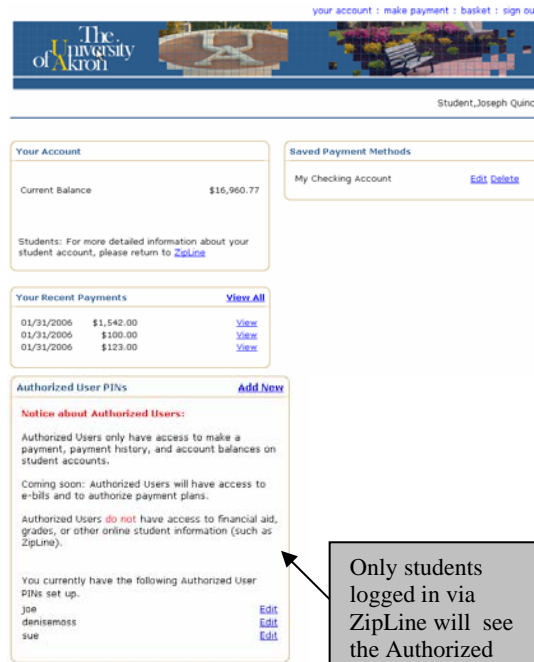
1. Log in at <https://zipline.uakron.edu> with your UAnetID and password. Click the **Student** tab.
2. Click the **Finances** link under the Student Services heading.
3. Click the **Make a Payment** link.

Method 2 – Authorized User Access

1. Access zipline: <https://zipline.uakron.edu> and click on the link titled “**Parents – Make a Payment**” under the “**For Guests**” heading.
2. Log in with your Authorized User PIN and password.

Account Page View

Sample view of the main account information page for a student logged in via ZipLine (Method 1):



Payment Posting

Payments will be **immediately** posted to the account.

ZipLine Availability Hours

ZipLine is available during the following hours:

- Monday through Saturday from 7:30 AM to midnight
- Sunday from noon to midnight

Make a Payment

Steps to Make a Payment:

1. Either log in to ZipLine as a student (Method 1) or log in to the Student Financials system as an authorized user (Method 2).
2. From the main account page click the **Make a Payment** link.
3. Click the **Fees** link.
4. Enter the amount of the payment and click **Add to Basket**.
5. Select the method of payment and click **Continue Checkout**.
6. Enter the requested account information. If you wish to save the information for future payments select a name for the payment method (for example, My Visa). **No other users will have access to your saved payment information.**
7. Click the **Continue Checkout** button.
8. You will be required to verify the information. Click the **Submit Payment** button to process the payment.
9. A “Transaction Approved” message will display. A copy of the receipt will automatically be emailed to you.
10. Always sign out when finished.

Payment Methods Accepted

The following payment methods are accepted:

- MasterCard
- Visa
- Discover
- Electronic check