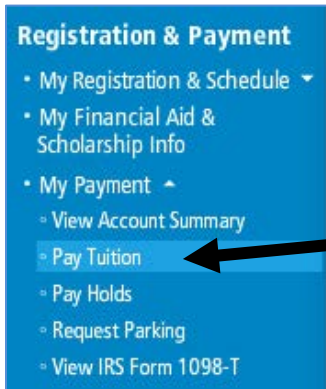


HOW TO SET UP AN EMERGENCY DEFERMENT PLAN USING ESERVICES

- Go to the <https://www.uhd.edu/Pages/home.aspx> website
- Click the link for myUHD – Student eServices
- Click on the link under Registration & Payment titled **Pay Tuition**



- You will be required to enter your UHD ID number and Password before clicking submit

The image shows a "Login" form with a grey background. It has two input fields: "Username: (Network ID or 900 Number)" and "Password:". Below the fields are two buttons: "Submit" and "Reset".

- Click on the **Pay Tuition** tab to access your payment options

The image shows the "My Payment" page. At the top, there is a red header with "My Payment" and links for "return to e-services" and "logout". Below the header is a list of buttons: "View Account Summary", "View Fee Bill", "Pay Tuition", "Pay Library Holds", "Pay Parking Holds", "IRS Form 1098-T", "Pay Application Fee", "Printing Payment", and "Request Book Loan". The "Pay Tuition" button is highlighted in a lighter blue, and a black arrow points to it from the right.

- Select the term you would like to make a payment for and click on **Pay Options**

The image shows a table with three columns: "VIEW PAYMENT DETAILS/OPTIONS", "TERM", and "DESCRIPTION". The "VIEW PAYMENT DETAILS/OPTIONS" column contains a button labeled "Pay Options" with a black arrow pointing to it. The "DESCRIPTION" column contains the text "Total Term Balance".

- Select the **Pay Balance due Now/Request Installment Plan** option and click submit

The image shows the "Payment Options Available for:" section. It has two radio button options: "Pay Balance Due Now/Request Installment Plan" (which is selected) and "Pay Total Balance For This Term". Below the options are two buttons: "Submit" and "Reset". A black arrow points to the first radio button.

- Select the **Emergency Deferment** button located at the top of the payment options box.

Please review the following balance information and payment options.

If you need an emergency loan to pay the first installment payment, click the button to see if you qualify.

Emergency Deferment

BALANCE DUE NOW	PAY BY INSTALLMENTS
	\$310.20 Due now
	1st Installment: \$286.20
	2nd Installment: \$286.20
	3rd Installment: \$286.20
	4th Installment: \$286.20
Charge Amount for : \$1,431.00	

View Account Summary Continue

Continue

- You will now be directed to the Emergency Deferment payment option for the selected term
- Please read all of the information carefully and click **continue**

- Must be enrolled for requested semester
- Qualify for installment payments
- Paying residency fees
- Have no holds
- Have no previous credit on account for the requested semester
- Have no financial aid awarded for the requested semester

Continue

I agree to the terms and conditions of this agreement.

Continue Cancel Print

- You must agree to the terms and the conditions of the agreement and click **continue**
- **THE EMERGENCY DEFERMENT DOES NOT REQUIRE A PAYMENT TO BE SUBMITTED.** If the payment system is requiring you to enter credit/debit card or electronic check information, stop and select the option to return to e-services.

YOU HAVE SELECTED AN EMERGENCY LOAN TO PAY THE FIRST INSTALLMENT OF YOUR TUITION INSTALLMENT PLAN. YOU WILL HAVE ONE OR MORE INSTALLMENT PAYMENTS DUE PLUS THE REPAYMENT OF THIS EMERGENCY LOAN. PRINT THIS AS YOUR RECEIPT.

Date:

Semester:

Emergency Loan Amount: \$ 310.20 Paid by Emergency Loan Now

Future Installment Due:

\$ 286.20 on or before

\$ 286.20 on or before 07/15/2012

You **must** receive this confirmation page or you have not completed this payment option. Print or save this page for your records.

If you are experiencing any difficulty completing the Emergency Deferment payment option or did not receive a confirmation, please contact the UHD Cashier's Office at Cashiers@uhd.edu