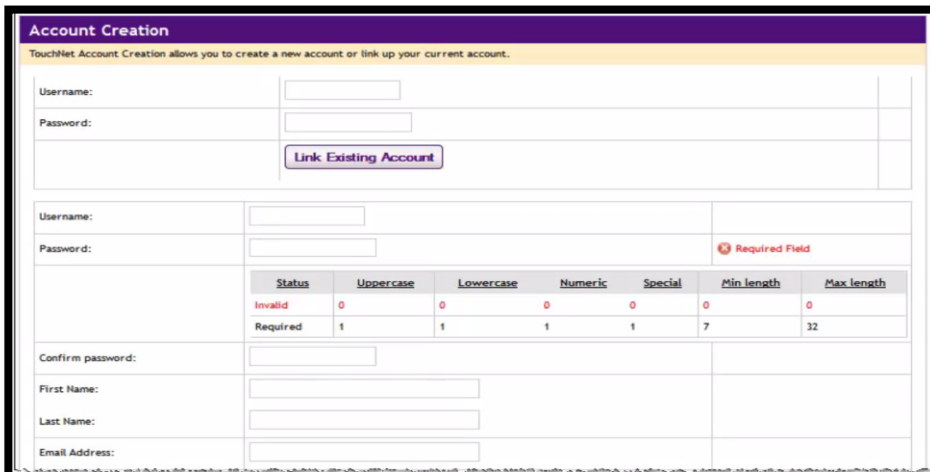# Step One-Email Invitation

Your organization will receive an email invitation from the UAA Accounting Services office. The invitation contains two links. The first link is the getting started link. Click the first link to create your account. The second link is the ongoing account access. Save the second link to return to SponsorPoint after the account is created.
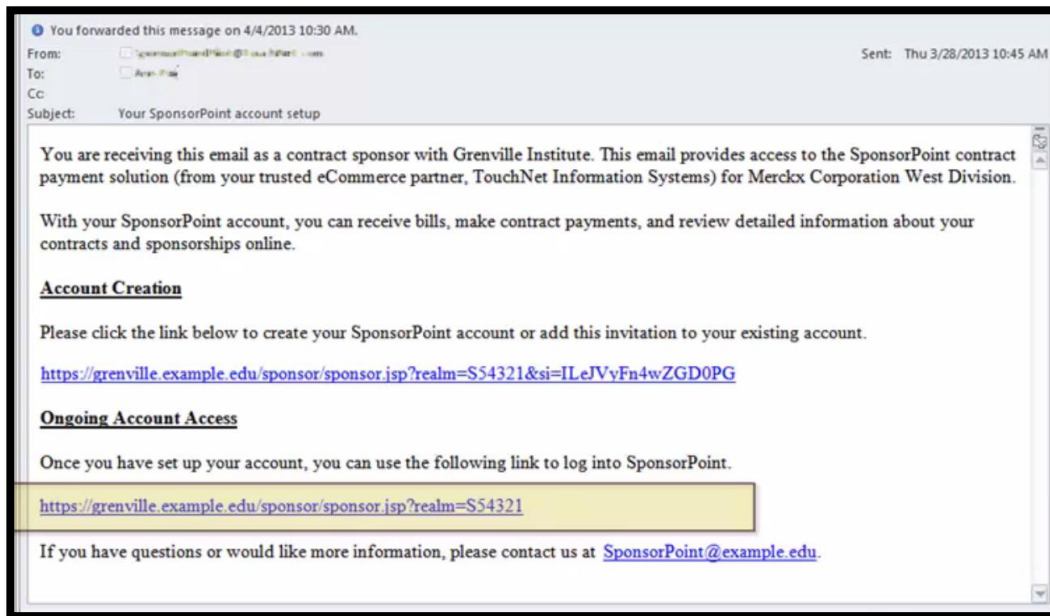
Step Two-Account Setup

When you click on the first link, this screen opens in your web browser. Skip the top section, it's for returning users with more than one account. Go to the second section to setup new account. The email address is where SponsorPoint will send you payment receipts and notifications of new bills. Please save your security question answers in case you need to retrieve your password in the future.

Now your account is created. Go to the invitation email and click the second link. This is your personal SponsorPoint URL, which links you to your profile in your account.
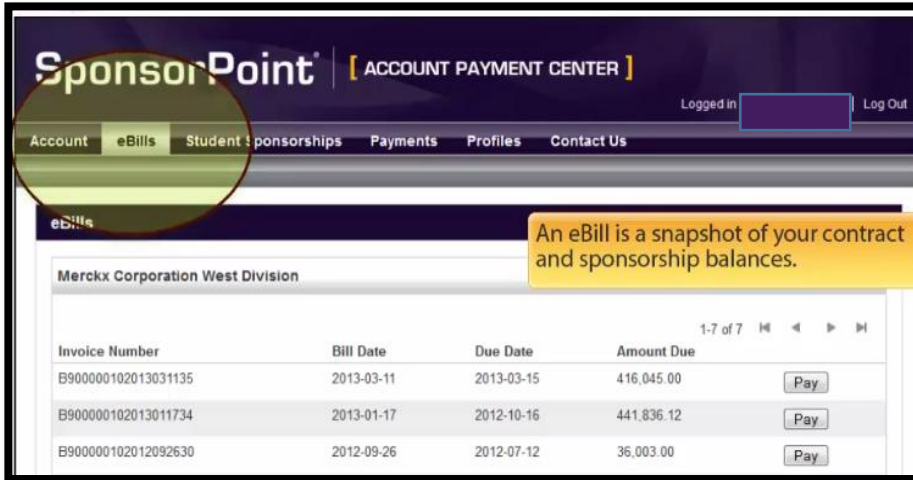

Step Three-Make Payments

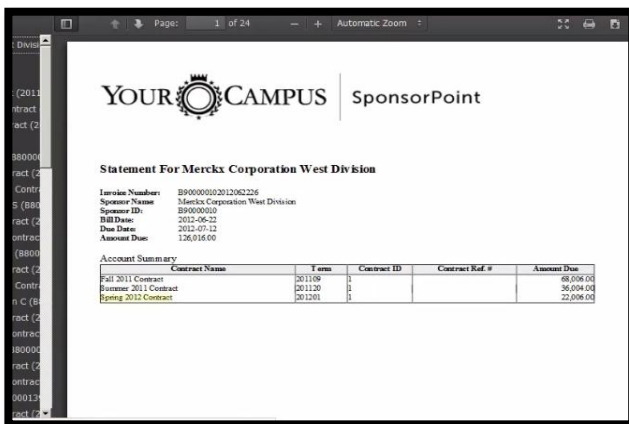Now you are in the SponsorPoint.

Once we publish the bill for your organization, you will see eBills tab. You will also get email notifications about the bill.
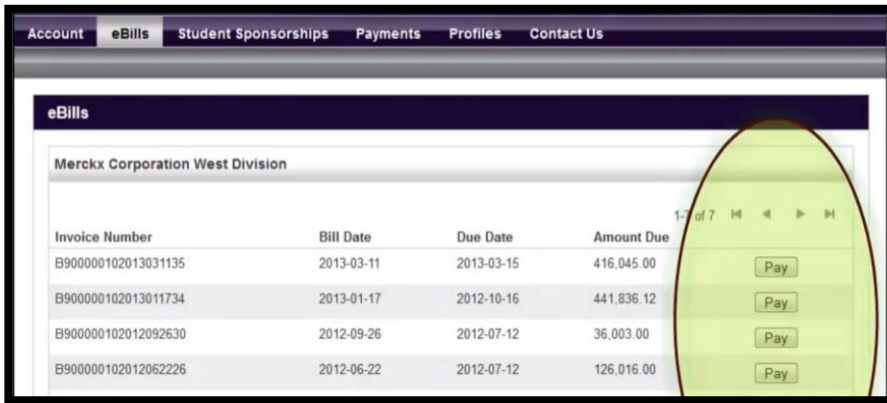

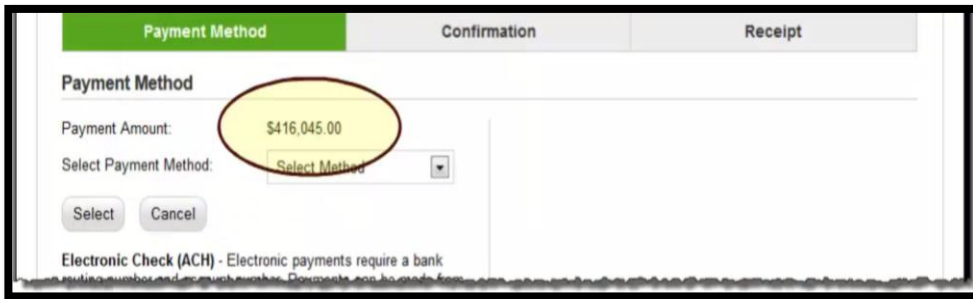Click on the bill to view the bill in PDF format.
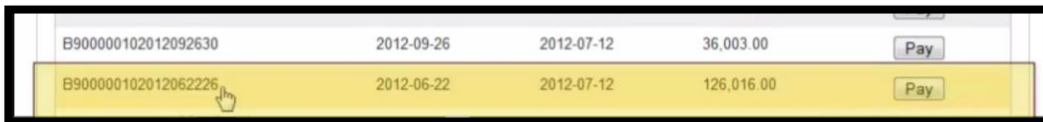
Links on the left-hand side and links within the bill take you directly to details at the contract or sponsorship level.
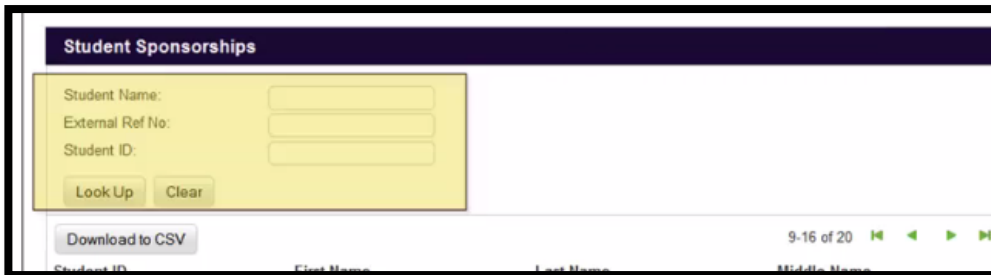
The pay button on the right-hand side under eBills tab opens the payments page.

The payments page displays the currently remitted amount for the invoice.

Under the Student Sponsorship tab, search for any students you sponsored by name or student ID.

Click on a sponsorship to see the details for the student.

Click on the Contract Accounts to see the remaining balance for the student.

Click on View Sponsorship Line Items to see this student's itemized invoice.

Sponsor:	
Student ID:	
First Name:	
Last Name:	
Middle Name:	

▼ Contract Accounts

Download...

1-1 of 1

▲ Contract	Term	Contract Number	External Ref No	Max Amount	Balance
100% Tuition and Fees	201503	1		372.05	0.00

100% Tuition and Fees (201503, 1)

Contract:	100% Tuition and Fees (201503, 1)
Sponsorship:	
External Ref No:	
Max Amount:	372.05
Balance:	0.00

View Sponsorship Line Items

Sponsorship Line Items

Show More 1-10 of 65

Description	Date	Contract Amount	Original Amount	Student Balance
Comm & Discourse Lab	2015-07-01	-3.00	-3.00	0.00
Network Charge	2015-07-01	-21.00	-21.00	0.00
UAA Student Health Services	2015-07-01	-60.00	-60.00	0.00
Athletic/Rec Fee	2015-07-01	-54.00	-54.00	0.00
Student Activities Fee	2015-07-01	-21.00	-21.00	0.00
UAA Facilities Fee	2015-07-01	-12.00	-12.00	0.00
UAA Technology Fee	2015-07-01	-15.00	-15.00	0.00
Student Gvrnm't Fee	2015-07-01	-3.00	-3.00	0.00
CAS Res Tuition Lower Level	2015-07-01	-549.00	-549.00	0.00
Comm & Discourse Lab	2015-07-01	3.00	3.00	0.00

Print   Close

Click on the Payments tab when you are ready to make the payment. You can choose to pay for the full balance or select a certain sponsorship to pay.

| Account | eBills | Student Sponsorships | Payments | Profiles |

Account Payment   Payment History

Account Payment
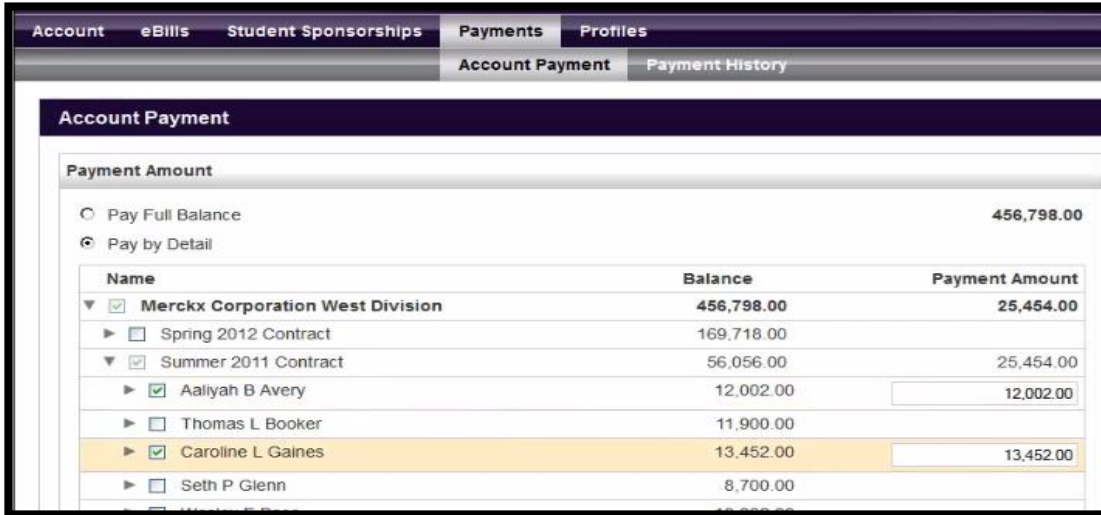
Payment Amount

⊙ Pay Full Balance   456,798.00
○ Pay by Detail

| Total Payment | 456,798.00 |

Click on Pay by Detail if your organization only pays certain sponsorships or fees. Check the sponsorship to pay and enter the partial payments for the students.
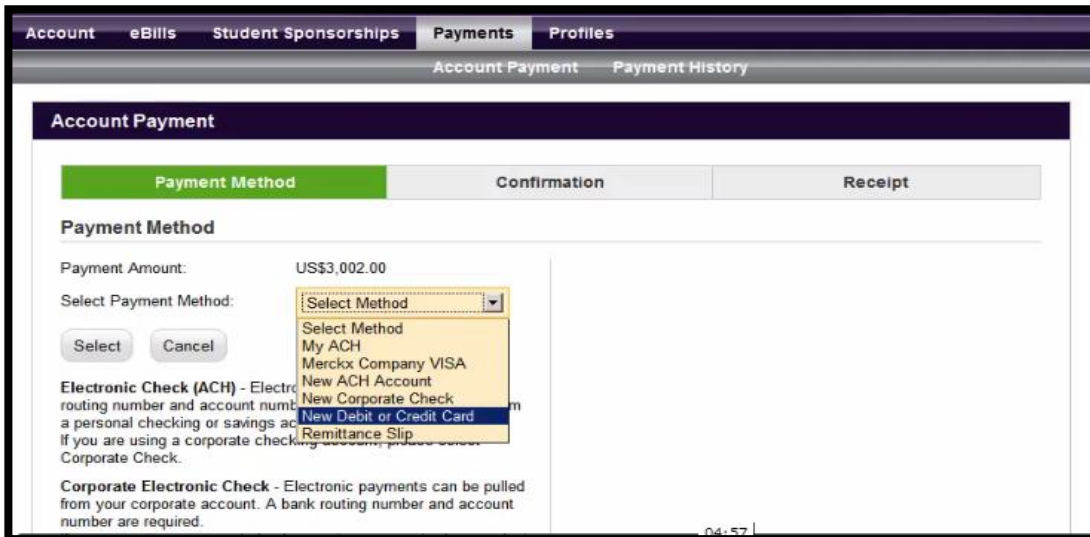

Once you choose what you want to pay, you will pick your payment method.

If your organization needs to make a check payment or wire transfer, select the remittance slip payment method. When you select the remittance slip option, SponsorPoint creates a remittance slip for you to send in with your check or wire transfer. Once you submit the payment, you will receive an email confirmation receipt from SponsorPoint.

For assistance, please email us at: uaa_acctsrec@alaska.edu or call 907-786-1440