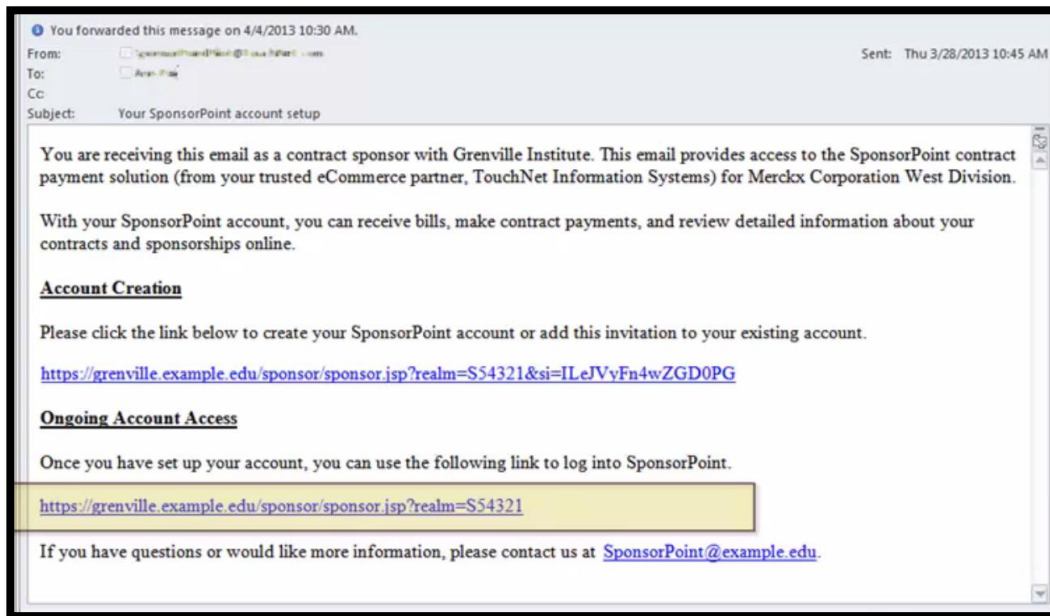


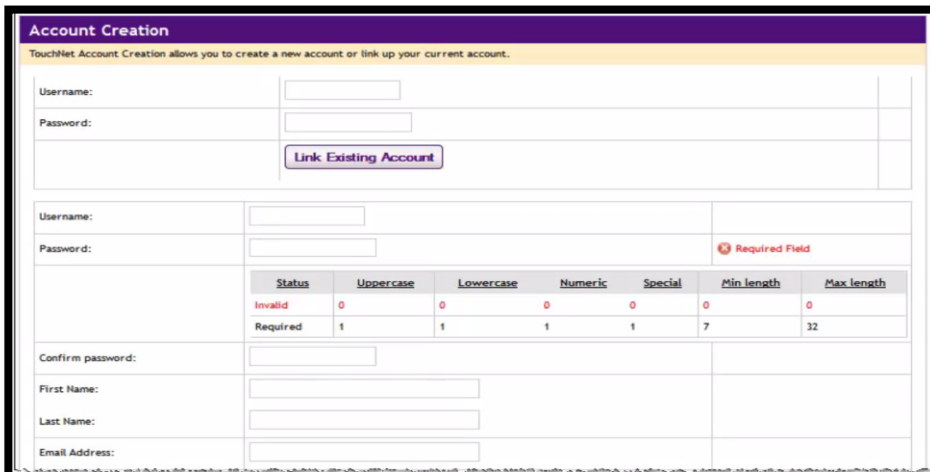
## Step One-Email Invitation

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.



**Account Creation**

TouchNet Account Creation allows you to create a new account or link up your current account.

Username:   
Password:

Username:   
Password:  Required Field

Status	Uppercase	Lowercase	Numeric	Special	Min length	Max length
Invalid	0	0	0	0	0	0
Required	1	1	1	1	7	32

Confirm password:

First Name:   
Last Name:   
Email Address:



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.

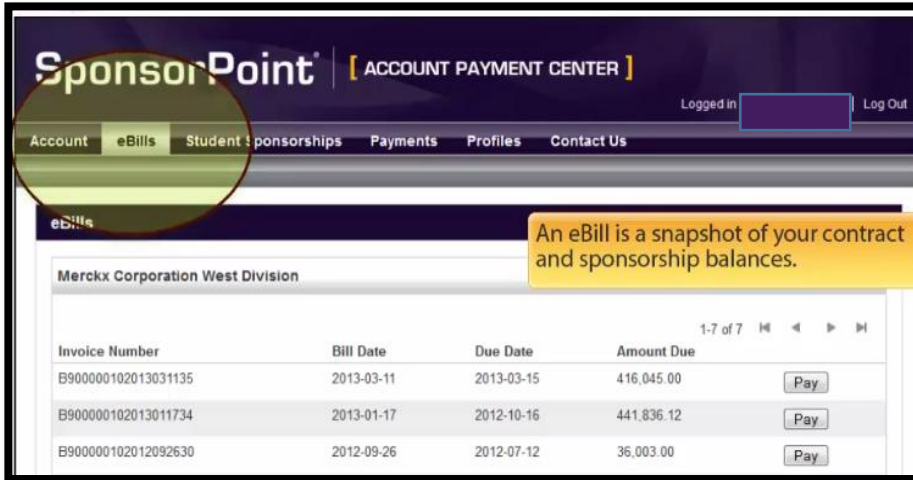
A screenshot of the UCommerce login page. The page has a purple header with the 'UCommerce' logo and the tagline 'Everywhere Money Moves.' Below the header, there is a login form with fields for 'User Name:' and 'Password:'. A 'Forgot password?' link is next to the password field. A 'Login' button is at the bottom of the form. To the right of the form, there is a yellow callout box with the text: 'Log in with the username and password you created.'

## Step Three-Make Payments

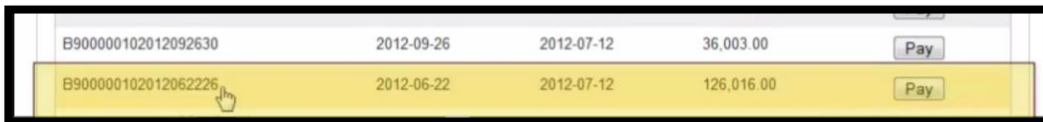
Now you are in the SponsorPoint.

A screenshot of the SponsorPoint 'ACCOUNT PAYMENT CENTER' dashboard. The top navigation bar includes links for 'Account', 'eBills', 'Student Sponsorships', 'Payments', and 'Contact Us'. Below this, there are links for 'Account Activity' and 'Manage Users'. The main content area is divided into two sections. On the left, an 'Announcement' box welcomes the user and provides contact information for the University of Alaska Anchorage Agency Department. On the right, an 'Account Summary' box shows a table with two rows: 'Embassy of Saudi Arabia' with a balance of 129,646.50, and 'Balance' with a balance of 129,646.50. Below the table are two buttons: 'Make a Payment' and 'View Account Activity'.

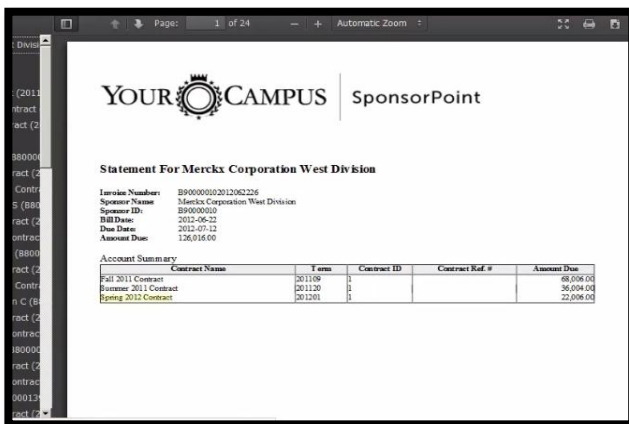
Once we publish the bill for your organization, you will see eBills tab. You will also get email notifications about the bill.



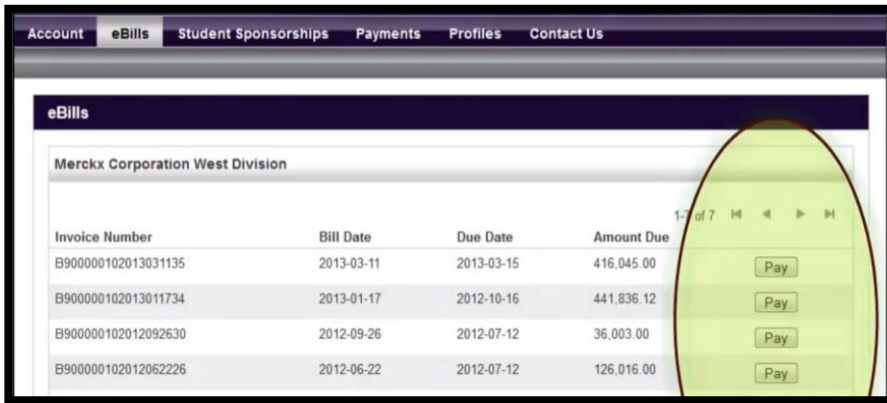
Click on the bill to view the bill in PDF format.



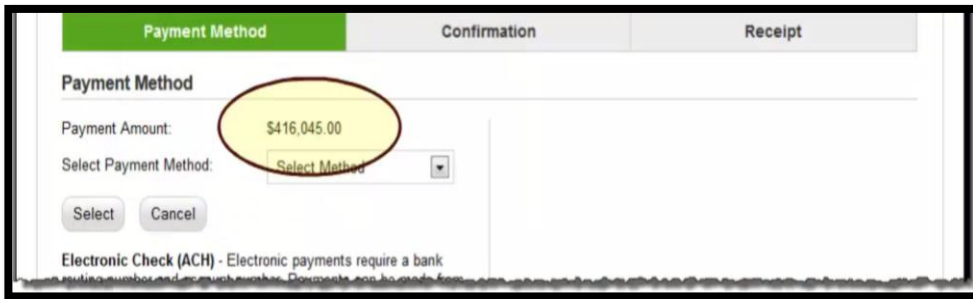
Links on the left-hand side and links within the bill take you directly to details at the contract or sponsorship level.



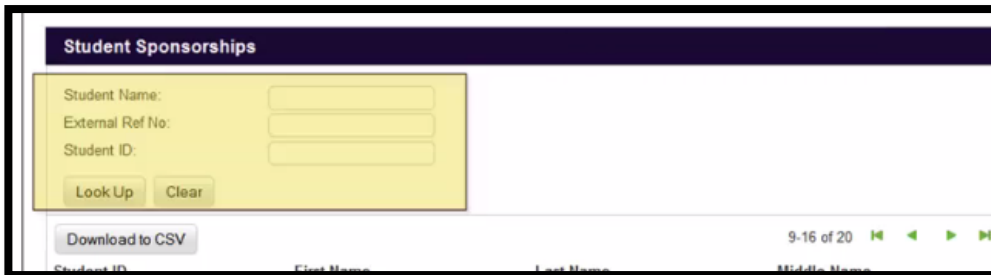
The pay button on the right-hand side under eBills tab opens the payments page.



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.

Account eBills **Student Sponsorships** Payments Profiles

**Student Sponsorships**

Student Name:

External Ref No:

Student ID:

Look Up Clear

Download to CSV 9-16 of 20

Student ID	First Name	Last Name	Middle Name
B80000131	Colin	Gill	G
B80000127	Jackson	Kim	M
B80000134	Isaac	Maldonado	N
B80000135	Cheyenne	Perkins	S

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

Download to CSV 9-16 of 20

Student ID	First Name	Last Name	Middle Name
B80000131	Colin	Gill	G
B80000127	Jackson	Kim	M
B80000134	Isaac	Maldonado	N
B80000135	Cheyenne	Perkins	S
B80000132	Arianna	Rios	T
B80000138	Shawn	Todd	S
B80000136	Makayla	Weber	K
B80000123	Aaliyah	Avery	B

**Jackson Kim (B80000127)**

Sponsor: Merdox Corporation West Division (B90000010)

Student ID: B80000127

First Name: Jackson

Last Name: Kim

Middle Name: M

**Contract Accounts**

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 Gvmm'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

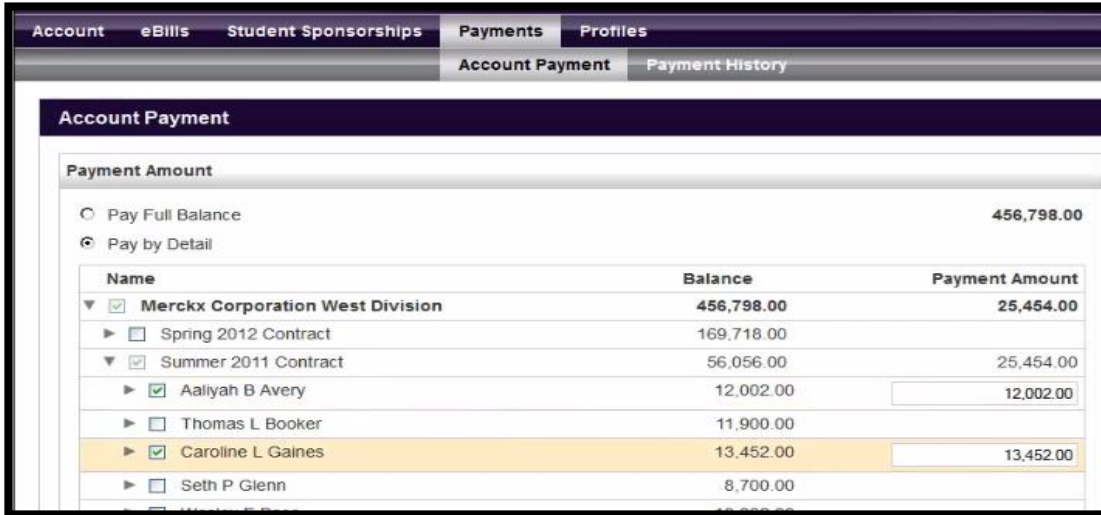
Payment Amount

☒ 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.



**Account Payment**

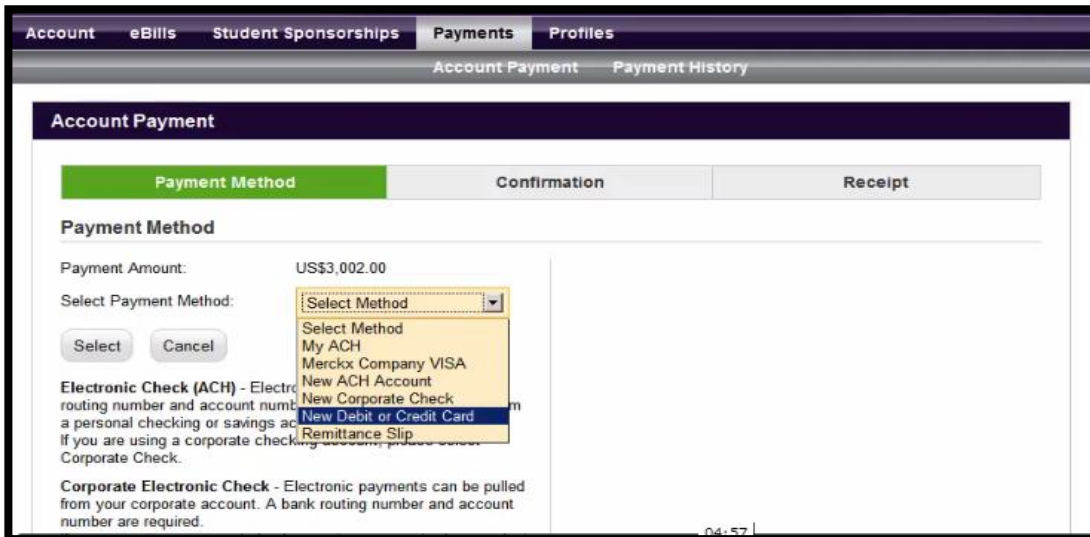
Payment Amount

☐ Pay Full Balance 456,798.00

☒ Pay by Detail

Name	Balance	Payment Amount
▼ <input checked="" type="checkbox"/> Merckx Corporation West Division	456,798.00	25,454.00
▶ <input type="checkbox"/> Spring 2012 Contract	169,718.00	
▼ <input checked="" type="checkbox"/> Summer 2011 Contract	56,056.00	25,454.00
▶ <input checked="" type="checkbox"/> Aaliyah B Avery	12,002.00	12,002.00
▶ <input type="checkbox"/> Thomas L Booker	11,900.00	
▶ <input checked="" type="checkbox"/> Caroline L Gaines	13,452.00	13,452.00
▶ <input type="checkbox"/> Seth P Glenn	8,700.00	

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



**Account Payment**

Payment Method Confirmation Receipt

Payment Amount: US\$3,002.00

Select Payment Method:

Select


Cancel

Electronic Check (ACH) - Electronic payments can be pulled from your corporate account. A bank routing number and account number are required.

Corporate Electronic Check - Electronic payments can be pulled from your corporate account. A bank routing number and account number are required.



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.



**Account Payment**

**Payment Method** Confirmation Receipt

**Payment**

Payment A

Select Pay

**YOUR CAMPUS** | **SponsorPoint**

Please include this remittance slip with your paper check or submit it separately for wire transfers. Please reference the remittance slip ID in any correspondence related to your payment.

**Check Instructions:**  
Please mail paper checks to:  
School Lockbox Address  
1234 Address  
City, ST 12345-6789

**Wire Instructions:**  
Please reference this remittance slip ID  
ABA: 111111111  
Account Number: 1234567890

**Payment Date:** Tuesday, April 2, 2013  
**Payment Amount:** \$3,002.00

**Payment ID:**  
201304029378201264

**Done** **Print** **Cancel**

**Credit Card**

VISA MasterCard DISCOVER American Express

For assistance, please email us at: [uaa\\_acctsrec@alaska.edu](mailto:uaa_acctsrec@alaska.edu) or call 907-786-1440