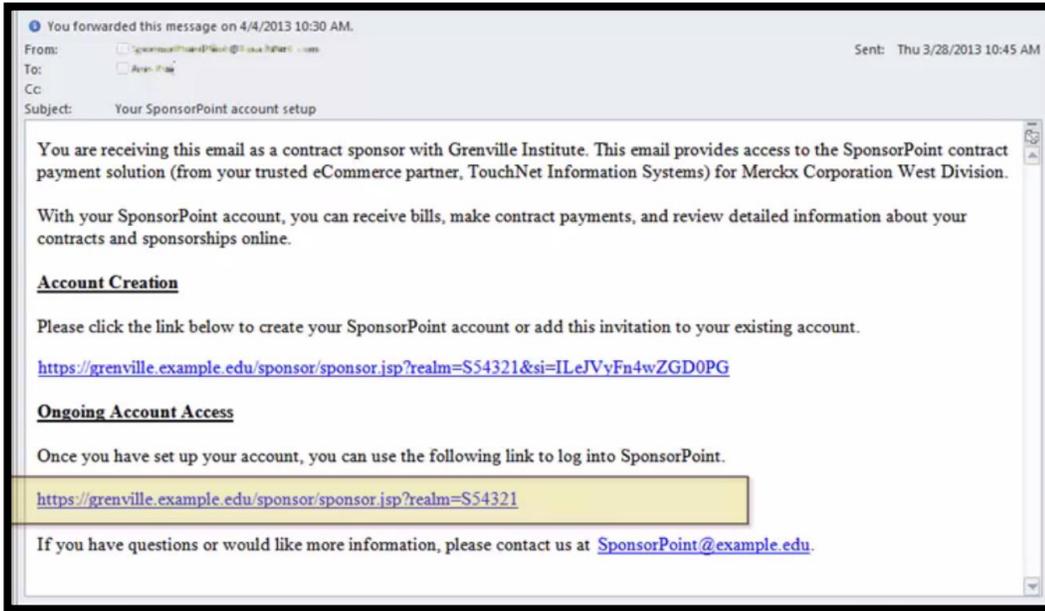


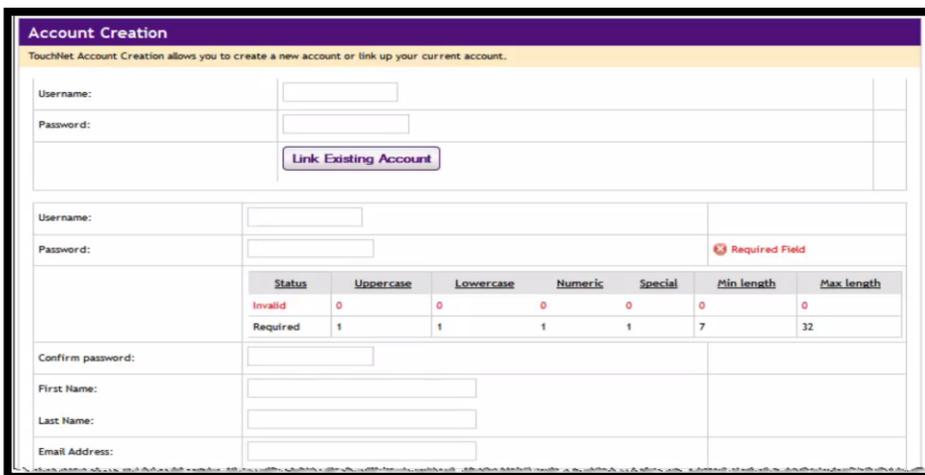
Step One-Email Invitation

Your organization will receive an email invitation from the UAA Accounting Services office. The invitation contains two links. The first link is the getting start link. Clicking 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 notification 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

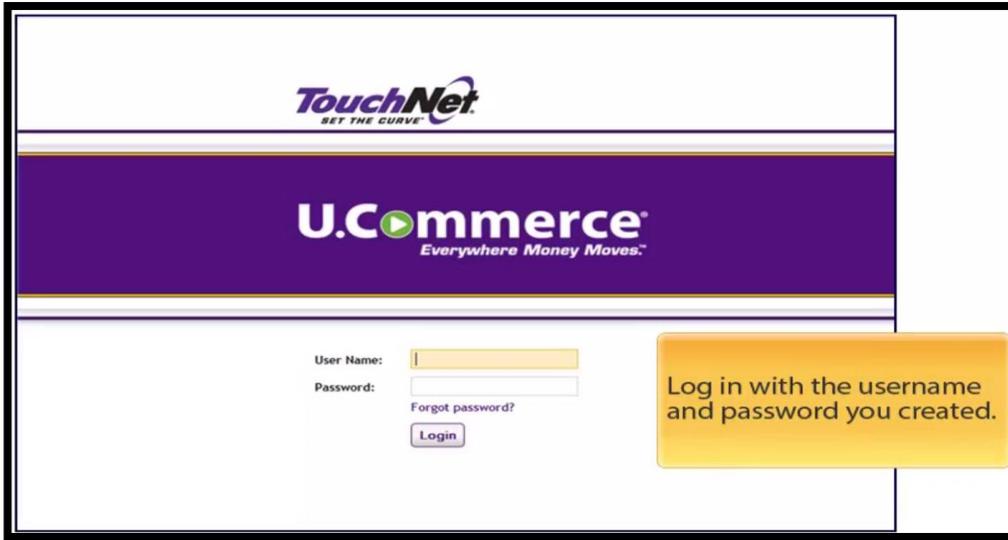
Confirm password:

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, it links you to profile in your account.



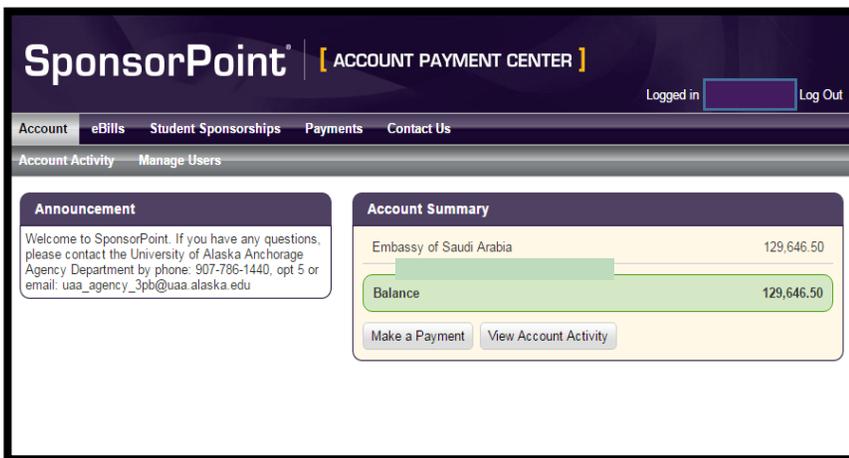
The screenshot shows the UCommerce login interface. At the top, there is a TouchNet logo with the tagline "GET THE CURVE". Below that is a purple banner with the UCommerce logo and the tagline "Everywhere Money Moves." The main content area contains a login form with the following elements:

- User Name:
- Password:
- Forgot password? [Forgot password?](#)
- Login

A yellow callout box on the right side of the form contains the text: "Log in with the username and password you created."

Step Three-Make Payments

Now you are in the SponsorPoint.



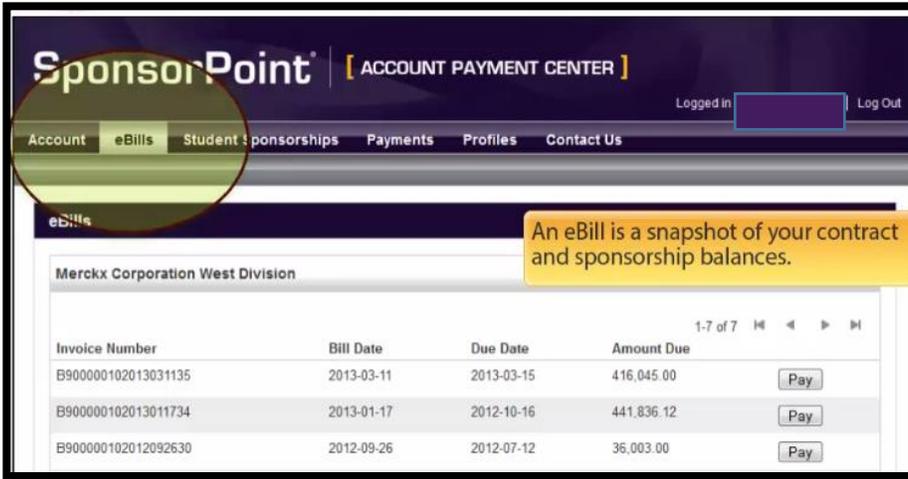
The screenshot shows the SponsorPoint Account Payment Center interface. The header includes the SponsorPoint logo and the text "[ACCOUNT PAYMENT CENTER]". On the right side of the header, it says "Logged in" followed by a user name and a "Log Out" button. Below the header is a navigation menu with the following items: Account, eBills, Student Sponsorships, Payments, and Contact Us. Underneath the navigation menu, there are two tabs: "Account Activity" and "Manage Users". The main content area is divided into two sections:

- Announcement:** A text box containing the following message: "Welcome to SponsorPoint. If you have any questions, please contact the University of Alaska Anchorage Agency Department by phone: 907-786-1440, opt 5 or email: uaa_agency_3pb@uaa.alaska.edu"
- Account Summary:** A table showing account details:

Account Item	Amount
Embassy of Saudi Arabia	129,646.50
Balance	129,646.50

Below the table, there are two buttons: "Make a Payment" and "View Account Activity".

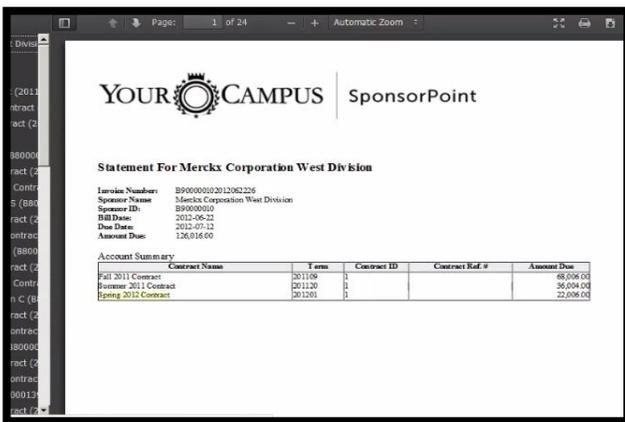
Once we published the bill for your organization, you will see eBills tab. You will also get email notifications about the bill.



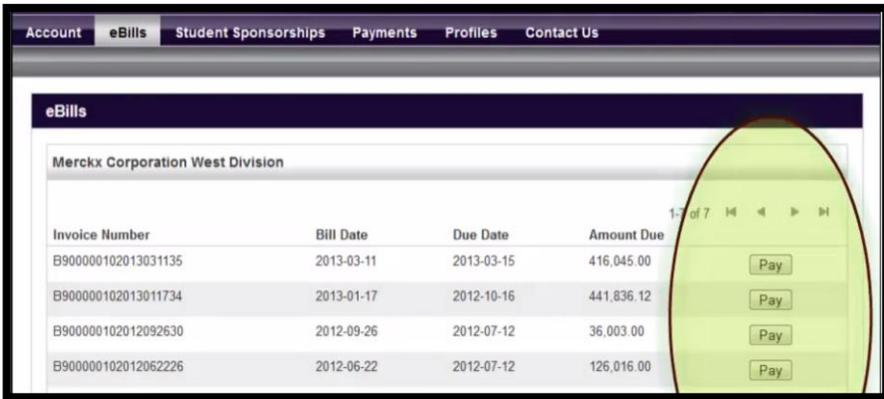
Click on the bill to view the bill in the PDF format.



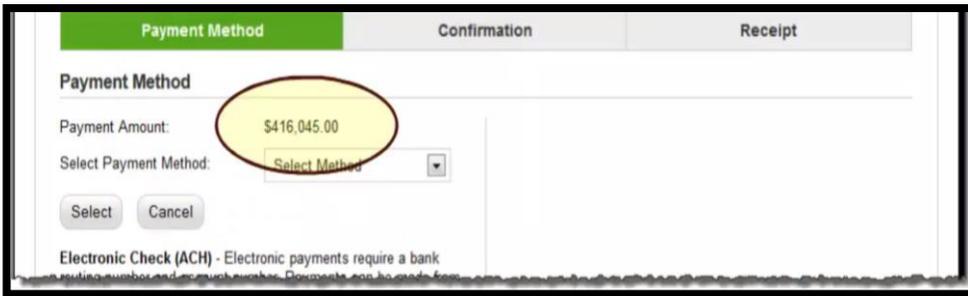
Links on the left hand side and links within the bill take you directly to details at the contract or sponsorship level.



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



The payments page display the currently remittance amount for the invoice.



Under the Student Sponsorship tab, search 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

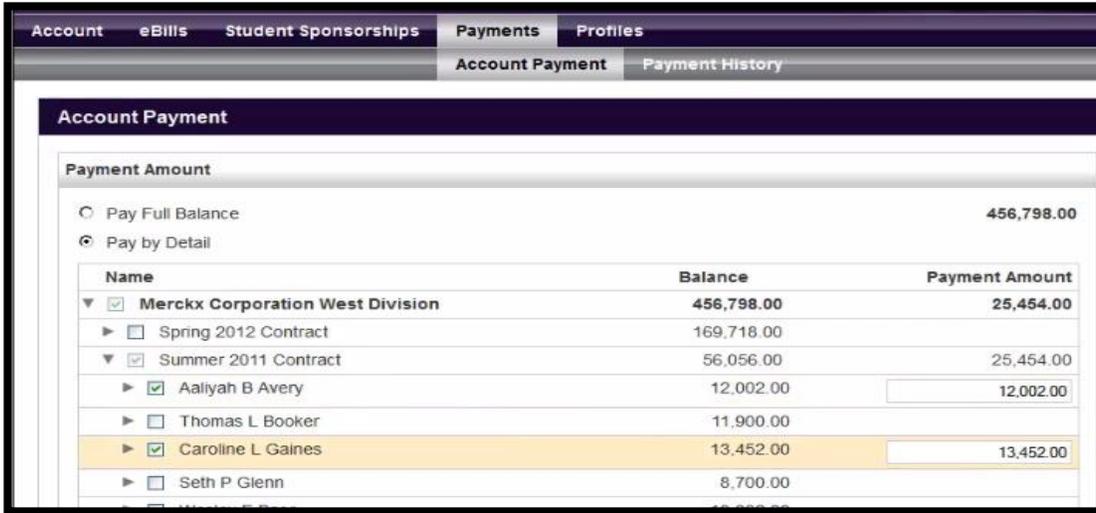
Student ID	First Name	Last Name	Middle Name
B80000131	Colin	Gill	G
B80000127	Jackson	Kim	M
B80000134	Isaac	Maldonado	N
B80000135	Cheyenne	Perkins	S
B80000132	Arianna	Rios	T
B80000138	Shawn	Todd	S
B80000136	Makayla	Weber	K
B80000123	Aaliyah	Avery	B

Jackson Kim (B80000127)

Sponsor: Mercox Corporation West Division (B90000010)
 Student ID: B80000127
 First Name: Jackson
 Last Name: Kim
 Middle Name: M

Contract Accounts

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



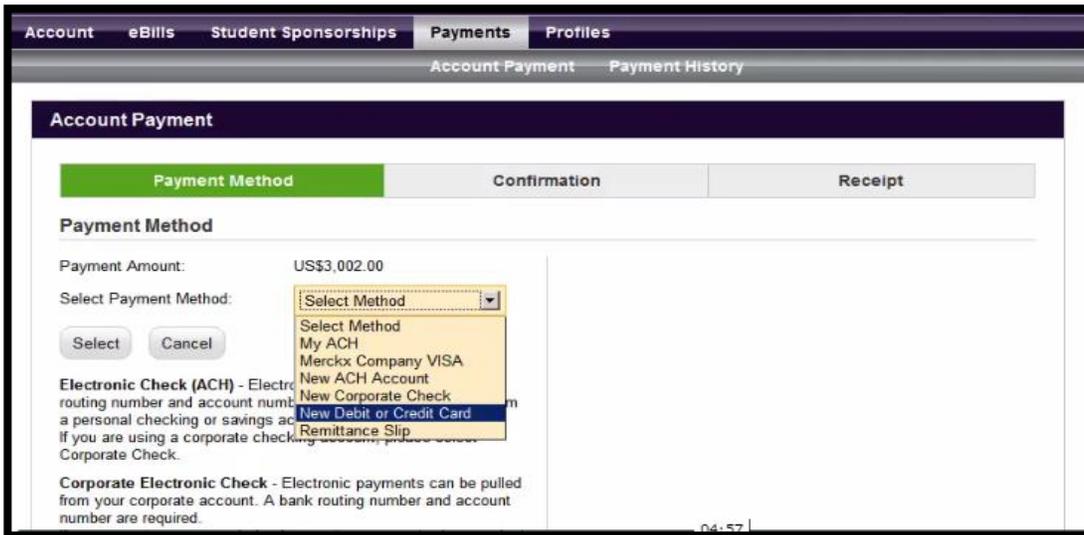
Account Payment

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	<input type="text" value="12,002.00"/>
▶ <input type="checkbox"/> Thomas L Booker	11,900.00	
▶ <input checked="" type="checkbox"/> Caroline L Gaines	13,452.00	<input type="text" value="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

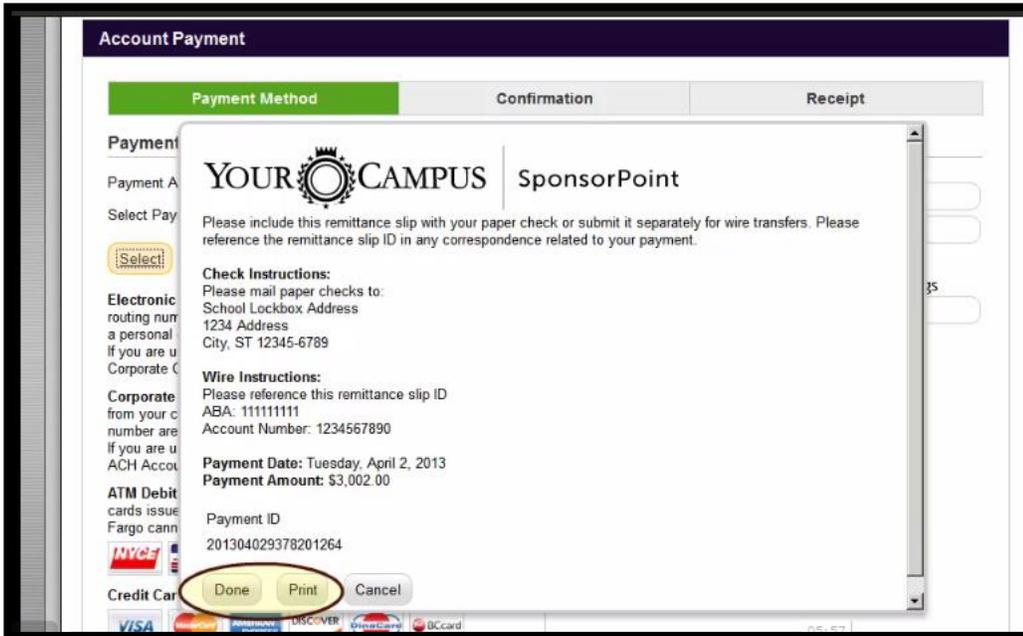
Payment Method

Payment Amount: US\$3,002.00

Select Payment Method:

Electronic Check (ACH) - Electronic payments can be pulled from your corporate account. A bank routing number and account number are required.
 Electronic Check (ACH) - Electronic payments can be pulled from your personal checking or savings account. A bank routing number and account number are required.
 Corporate 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 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_agency_3pb@uaa.alaska.edu or call 907-786-1440