

How to Accept your Aid Online:

1. Click on My HC
2. At the next page click the button at top of page to “Login to My HC” which will take you to the Central Authentication Services (CAS) page.
3. Log in using your Net ID and the password that you activated your Net ID with.
4. From the next page, click on the Star Icon or on the link MyHC.
5. You will see the Message “Your financial aid is now available to accept”
6. Click on continue
7. Select the current aid year
8. Read the instructions on Tab 1 which will explain each of the tabs:
 - A. You must complete all six tabs
 - B. On Tab 6-you only need to complete one loan entrance counseling. If you are required to provide more information your financial aid will not be put on your account until all of the required paperwork is submitted to the financial aid office.
9. The following day you must go back to My HC and finalize your schedule bill. Your financial aid will not disburse until the schedule bill has been accepted and finalized.

How to Pay Online: *Finalize your bill 24 hours after accepting Aid*

1. Login to My HC by going to www.umhelen.edu and clicking on My HC link.
2. At the next page click the button at top of page to “Login to My HC” which will take you to the Central Authentication Services (CAS) page.
3. Log in using your Net ID and the password that you activated your Net ID with.
4. From the next page, click on the Star Icon or on the link MyHC.
5. Click on the Student Services and Financial Aid Link
6. Click on Payment and Account Information
 - 6.1. If you have plans to attend the upcoming semester
Click on Pay and Finalize Registration Bill
 - 6.1.1. Verify the correct semester is chosen and click on the submit button.
 - 6.1.2. Even if you do not have a balance due you must finalize your bill. Click on Pay/Finalize Registration Bill.
 - 3.1.3.1. If you have a balance due after your FA award you will need to pay the remaining balance using the E-Check or Credit Card method.
 - 3.1.4. If you choose to use the Deferred Payment method you can click on the link provided, fill out the form and bring the form into the Business Office.
 - 3.1.5. If you are paying by Credit Card or E-Check click on “Make Electronic Payment” and choose the appropriate method of payment.
 - 3.1.5.1. Enter the appropriate information needed for the payment type you selected; you will need a valid 10 digit phone number for the payment to process.

Example: (406) 447-6900

6.2. To ensure enrollment you should validate that you have been finalized.