

## ONLINE ACCOUNT CENTER INSTRUCTIONS

1. Go to the UNCP homepage
2. Click "Quick Links" then "BraveWeb"
3. Put in your username and password
4. Click "Online Account Center"
5. At the top you will see tabs that will give you access to the following:
  - a. My Account  
Shows current account status
  - b. Payments
    - i. Make a payment
    - ii. View Payment History
    - iii. Set up automatic payment when a new bill is issued
  - c. ebills
    - i. View the latest bill
    - ii. View activity since the last statement
  - d. eRefunds
    - i. Enter account to receive electronic refunds (See instructions below and follow d. through f.)
    - ii. Refund History
  - e. **Authorized Users**
    - i. Click "Authorized User"
    - ii. Enter e-mail address of authorized user
    - iii. Answer two yes or no access questions
    - iv. Click "Continue"
    - v. Authorized user will receive an email with a password. Authorized user must utilize the following link to log into the Online Account Center.
    - vi. Authorized user link: [https://epay.uncp.edu/C20230\\_tsa/web/index.jsp](https://epay.uncp.edu/C20230_tsa/web/index.jsp)
    - vii. Click "Agree"
    - viii. Click "Continue"
  - f. My Profiles
    - i. Set up for text messages
    - ii. Create payment profiles for payments or electronic refunds
  - g. Quick View will give you quick options to some of the above information

### INSTRUCTIONS ON HOW TO SET UP DIRECT DEPOSITS FOR REFUNDS

- a. Student will sign into BraveWeb account
- b. Click "Online Account Center"
- c. Click "eRefunds" located at the top of the screen
- d. Click "Add"
- e. Enter bank account information
- f. Click "Save"

[http://www.uncp.edu/co/bursar/online\\_account.pdf](http://www.uncp.edu/co/bursar/online_account.pdf)