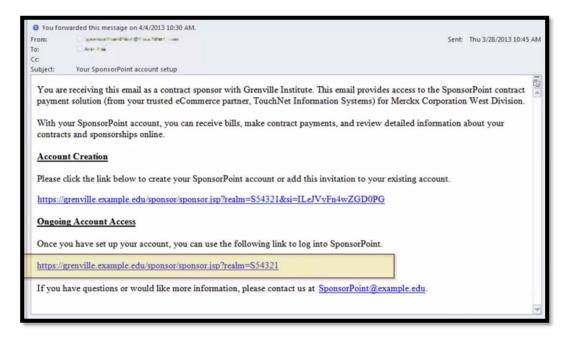


Step One-Email Invitation

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.

ichNet Account Creation allow	s you to create a new acco	ount or link up your	current account.					
sername:								
assword:								
	Link	Existing Accourt	nt					
sername:								
assword:						🚱 Required F	🚱 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	
onfirm password:								
rst Name:								
ist Name:								

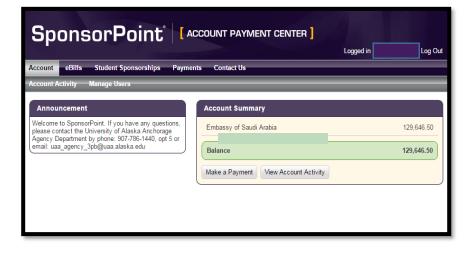


Now your account is created. Go to the invitation email and click the second link. This is your personal SponsorPoint URL, it links you to profile in your account.

	net.		
U.C			
User Name: Password:	Forgot password?	Log in with the use and password you	ername created.

Step Three-Make Payments

Now you are in the SponsorPoint.





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

count eBills Student \$p	onsorships Payments	Profiles Cor	ntact Us			_	_	
				_	_			
							-	
							_	
		An	Bill is a sn	aancho	tof	NOU		mte
e DHUS				Idosho	t OI	you	r co	inu
a Drifte		Ane		1.1.1				
Merckx Corporation West Div	vision	and	sponsorsh	hip bal	anc	es.		
Merckx Corporation West Div	vision	and	sponsors	hip bal	anc	es.		
	vision	and	sponsors	hip bal		es.		
Merckx Corporation West Div		and	sponsors	hip bal		es.	•	H
Merckx Corporation West Div Invoice Number	Bill Date	Due Date	sponsorsh Amount I	1-7 of Due		es.	×	H
Merckx Corporation West Div		and	sponsors	1-7 of Due		es.	Þ	н

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

B900000102012092630	2012-09-26	2012-07-12	36,003.00	Pay	
B900000102012062226	2012-06-22	2012-07-12	126,016.00	Pay	

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

	👚 🐌 Page: 1 of 24	- + /	iutomatic Zoom	:	51 🖨 B
: Divisi	YOUR	IPUS	Sponso	orPoint	
380000 ract (2	Statement For Merckx Corporat	tion West D	ivision		
Contra S (880 ract (2 ontrac	Isroice Number: B900000102012062226 Sponsor Name: Merckx Corporation West Div Sponsor ID: B9000000 Bill Date: 2012-06-22 Due Date: 2022-07-12 Amount Due: 12601600	dision			
(8800	Account Summary				
ract (2	Contract Name	Term	Contract ID	Contract Ref. #	Amount Due
Contra	Fall 2011 Contract Summer 2011 Contract Spring 2012 Contract	201109 201120 201201	1		68,006.00 36,004.00 22,006.00
n C (8: ract (2 ontrac 380000					
ract (2 ontrac					
00013 ract (2 🕶					



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

Bills				
Merckx Corporation West Div	vision			$\langle \rangle$
Invoice Number	Bill Date	Due Date	Amount Due	7 14 4 16 16
B900000102013031135	2013-03-11	2013-03-15	416,045.00	Pay
B900000102013011734	2013-01-17	2012-10-16	441,836.12	Pay
B900000102012092630	2012-09-26	2012-07-12	36,003.00	Pay
B900000102012062226	2012-06-22	2012-07-12	126,016.00	Pay

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

Payment Method	Confirmation	Receipt
Payment Method		
Payment Amount: \$416,045.00		
Select Payment Method: Select Method		
Select Cancel		
Electronic Check (ACH) - Electronic payments	require a bank	
- neuting number and no much number. Decreases		

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

Student Name:				
External Ref No:				
Student ID:				
Look Up Clear				



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

ccount eBills Stu	dent Sponsorships Payn	nents Profiles	
Student Sponsorship			
Student Sponsorsing	35		
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
	Chevenne	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
380000131	Colin	Gill	G
380000127	Jackson	Kim	м
380000134	Isaac	Maldonado	N
380000135	Cheyenne	Perkins	S
380000132	Arianna	Rios	т
380000138	Shawn	Todd	S
380000136	Makayla	Weber	к
380000123	Aaliyah	Avery	В
Jackson Kim (B8000012 Sponsor: Student ID: First Name: Last Name: Middle Name:		rporation West Division (B90000010) 27	
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		ontract External Max Imber Ref No Amount	Balance
100% Tuition and Fees	201503 1	372.05	0.00
100% Tuition and Fees (201503, 1)			
Contract: Sponsorship: External Ref No: Max Amount: Balance: View Sponsorship Line Items	100% Tuition and Fees (201503, 1) 372.05 0.00		

			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

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

ccount	eBills	Student Sponsorships	Payments	Profil	es	
			Account Pay	ment	Payment History	
Accoun	t Payma	nt				
Account	it rayine					
Paymen	nt Amoun	:				
• Pag	y Full Bala	nce				456,798.00
O Pag	y by Detai					
Total	Payment					456,798.00
0.0						



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.

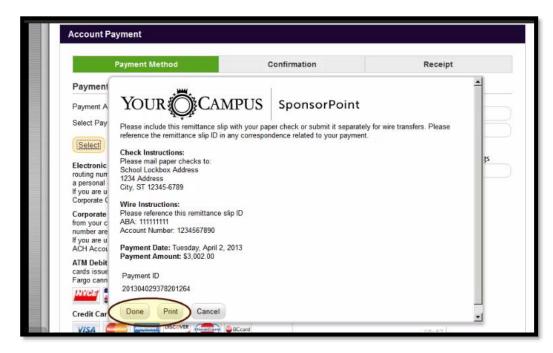
count eBills Student Sponsorships	Payments Profil	es	
	Account Payment	Payment History	
Account Payment			
Payment Amount			
 Pay Full Balance Pay by Detail 			456,798.0
Name		Balance	Payment Amoun
Merckx Corporation West Division		456,798.00	25,454.00
Spring 2012 Contract		169,718.00	
V 🗹 Summer 2011 Contract		56,056.00	25,454.00
Aaliyah B Avery		12,002.00	12,002.00
Thomas L Booker		11,900.00	
Caroline L Gaines		13,452.00	13,452.00
Seth P Glenn		8,700.00	
		10.000.00	

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

ount eBills Studer	it Sponsorships	Payments Profiles	
		Account Payment Payment Histo	ory
Account Payment			
decount ayment			
Payment Method		Confirmation	Receipt
Payment Method			
	11000 000 00		
Payment Amount:	US\$3,002.00		
Select Payment Method:	Select Method		
	Select Method		
Select Cancel	My ACH Merckx Company	VISA	
Electronic Check (ACH) - El	New ACH Accou	nt	
	New Corporate C	heck	
		dit Card	
a personal checking or saving If you are using a corporate cl Corporate Check.	hecking account, pile		
	FL	the second se	
Corporate Electronic Check from your corporate account.			
number are required.	and the second sec		57



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, your 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