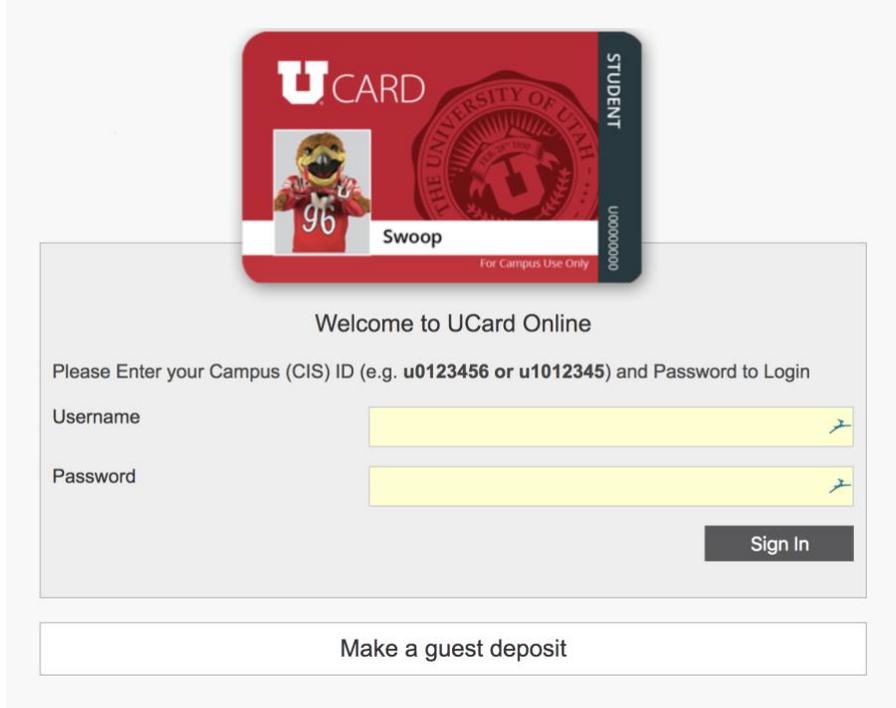


# How To Set Recurring Payment To Your UCard

(Only if your payroll is deposited into your checking account)

You will need to make a first time deposit and save your payment method before you can set the recurrence. To do this:

1. **Log into your UCard account with your CIS credentials**
  - a. <https://ucardadmin-sp.blackboard.com/eAccounts/AnonymousHome.aspx>



U CARD

STUDENT

Swoop

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For Campus Use Only

U00000000

THE UNIVERSITY OF UTAH

Welcome to UCard Online

Please Enter your Campus (CIS) ID (e.g. u0123456 or u1012345) and Password to Login

Username

Password

Sign In

Make a guest deposit

2. **Select [+Add Money](#) link in the UCash account box**

Account Summary   Account Transactions   Account Statements

<b>UCard CS Purchase Plan</b> Individual	0.00 USD
<b>UCash</b> Individual	1.00 USD <a href="#">+Add Money</a>
<b>UprintAnywhere</b> Individual	0.00 USD

**Whats New**

UCard eAccounts lets you view your account activity, manage your card, make deposits and much more. Register today!

3. Enter your desired amount to deposit, click "Next"

### Make Account Deposit

Beneficiary → **Deposit Information** → Payment Information → Confirmation

**Account**  
Select the account you want to deposit funds to.  
UCash

**Deposit Type**  
You can select to deposit a specific amount into the account above. Or, you can select to deposit an amount that is a calculated difference between the current account balance and a target balance (balance top-off).  
Example: A student's account contains \$10. You want to make the account balance \$55. Your calculated balance top-off deposit would be \$45.  
 Specific Amount  
 Balance Top-Off

**Deposit Amount**  
Enter the amount you want to deposit.  
Minimum deposit amount: 0.01 USD  
Maximum deposit amount: 9,999.00 USD  
0.01 USD

**Payment Method**  
 Credit Card

Blackboard will redirect you to FIS-ClearCommerce, a secure Payment Provider, for payment processing. You will be returned to the Blackboard site when your transaction is completed.

Next

4. Fill in your debit card information click "Submit"

### Payment Information

Card Number: \*

Expiration: \* Month  Year

CVV: \*

### Billing Information

First Name: \*

Last Name: \*

Address 1: \*

Address 2:

City: \*

State / Province : \* Alabama

Postal Code: \*

Country: \* United States

Phone:

\* I have read and agree to [Terms and Conditions](#)

Submit Cancel

5. **Confirm your deposit click "Make Deposit"**

**Deposit Confirmation**  
Review the deposit details below. No changes to the account will be made until you confirm the deposit by clicking "Make Deposit" below.  
**HANG ON YOU ARE NOT QUITE FINISHED YET!**

TO COMPLETE THIS TRANSACTION PLEASE CLICK THE **"MAKE DEPOSIT"** BUTTON AT THE BOTTOM RIGHT THANK YOU.

Beneficiary→Deposit Information→Payment Information→**Confirmation**

<b>Beneficiary Information</b>	
Username	u00 [REDACTED]
<b>Deposit Information</b>	
Deposit Account	UCash
Deposit Amount	1.00 USD
Amount Charged	1.00 USD
<b>Payment Billing Information</b>	
Card Type	Visa
Credit Card Number	[REDACTED]
Expiration Date	12/2018

[Cancel](#) **Make Deposit**

6. **At the receipt screen make sure you checkmark the "Save Payment Method" box.**

**Receipt for Account Deposit**  
The account deposit was successful.  
Print this page for your records.

<b>Deposit Information</b>	
Deposit Account	UCash
Deposit Type	Deposit Amount
Deposit Amount	1.00 USD
Amount Charged	1.00 USD
Payment Transaction ID	[REDACTED]
<b>Payment Information</b>	
Card Type	Visa
Credit Card Number	[REDACTED]
<b>Save Payment Method</b>	
<input type="checkbox"/> Save this payment method for future use	
<b>Email Receipt</b>	
Email Address #1	<input type="text"/>
Email Address #2	<input type="text"/>
Email Address #3	<input type="text"/>

**Send Receipt**

7. **Once checked the save method section will show a “save” button on the right. Name your payment method and set as default then click “save”.**

### Receipt for Account Deposit

The account deposit was successful.  
Print this page for your records.

Deposit Information	
Deposit Account	UCash
Deposit Type	Deposit Amount
Deposit Amount	1.00 USD
Amount Charged	1.00 USD
Payment Transaction ID	[REDACTED]

Payment Information	
Card Type	Visa
Credit Card Number	[REDACTED]

**Save Payment Method**

Save this payment method for future use

Payment Method Alias

Set as default

**Save**

**Email Receipt**

Email Address #1

Email Address #2

Email Address #3

**Send Receipt**

Once your first time deposit is completed you can now setup your recurrence. Start out the same way you did your first deposit.

1. **Select [+Add Money](#) link in the UCash account box**

Account Summary   Account Transactions   Account Statements

<b>UCard CS Purchase Plan</b> Individual	0.00 USD
<b>UCash</b> Individual	1.00 USD <a href="#">+Add Money</a>
<b>UprintAnywhere</b> Individual	0.00 USD

**Whats New**

UCard eAccounts lets you view your account activity, manage your card, make deposits and much more. Register today!

2. A new option screen appears where you have the option to select deposit schedules. Select in the dropdown “Create a recurring schedule”.

**Make Account Deposit**

Beneficiary→**Schedule**→Deposit Information→Payment Information→Confirmation

**Schedule Deposit**  
Choose when you want the deposit to occur.

- Now
- Schedule for a later time
- Create a recurring schedule

Note: A convenience fee may be applied by the institution to this deposit. A convenience fee is applied to a transaction to cover costs incurred by the institution while processing your payment. If applicable, this will be displayed on your deposit confirmation.

Next

3. Now select the schedule that best fits your needs and click “next”.

**Make Account Deposit**

Beneficiary→**Schedule**→Deposit Information→Payment Information→Confirmation

**Schedule Deposit**  
Choose when you want the deposit to occur.

Create a recurring schedule

**Start Date** 9/26/2018 **End Date** 9/26/2019 **Time** 12:00 AM

**Recurrence**

Daily  
 Weekly  
 Monthly  
 Yearly

Every 1 day(s)  
 Every weekday

No end date  
 End after 10 occurrences  
 End by 9/26/2018

Note: A convenience fee may be applied by the institution to this deposit. A convenience fee is applied to a transaction to cover costs incurred by the institution while processing your payment. If applicable, this will be displayed on your deposit confirmation.

Next

4. **Confirm your scheduled deposit and the system will deposit your fund amount based on the schedule you provided.**

### Confirm Scheduled Deposit

Confirm information to do a scheduled deposit to your account.  
Select **Submit Scheduled Deposit** to schedule the account deposit.

Beneficiary → [Schedule](#) → [Deposit Information](#) → **Confirmation**

<b>Beneficiary Information</b>	
Username	u00 [REDACTED]
<b>Deposit Information</b>	
Deposit Account	UCash
Deposit Amount	0.01 USD
Amount Charged	0.01 USD
<b>Schedule Information</b>	
When	Occurs every 2 week(s) on Saturday effective 9/26/2018 until 9/26/2019 at 12:00 AM.
Next Date/Time	9/29/2018 12:00 AM
<b>Payment Billing Information</b>	
Payment Method Alias	testing
Card Type	Visa
Credit Card Number	[REDACTED]
Expiration Date	12/2018
<b>Email Receipt on Deposit</b>	
<input checked="" type="radio"/> Do not email receipt	<input type="radio"/> Email receipt to

[Previous](#) **Submit Scheduled Deposit**

**Your scheduled deposit to your UCash account on your UCard is now complete!**