

**University of Idaho**  
**Student Accounts/Cashiers**  
*Phone: 208-885-7447 acctrec@uidaho.edu*

## Direct Deposit & Payment Methods

### Direct Deposit Instructions

1. Log into **My UI** at [www.my.uidaho.edu](http://www.my.uidaho.edu).
2. Select the **Accounts and Billing** card.
3. Choose **Direct Deposit**. Under the Accounts Payable section, Click on **Add New**, enter your **checking or savings Routing and Account Number**. This is not your **Debit Card Number**; if needed, contact your bank for your routing and account number information.
4. To **delete or change** your **Direct Deposit Information**, select **Change direct deposit information**.

### Payment Methods

1. Log into **My UI** at [www.my.uidaho.edu](http://www.my.uidaho.edu).
2. Select the **Accounts and Billing** card.
3. Choose **Activity and Balance**.  
**\*\*NOTE\*\*** If the third-party Student Accounts Center does not populate or if it asks for log-in credentials, please try using Internet Explorer or Google Chrome from a computer (not a phone or tablet). Make sure the browser has the Pop-Up Blocker disabled. If a Pop-Up Blocker is on, please disable through options/settings, then close the browser and log into a new session. Further issues please contact ITS at 208-885-HELP (4357).
4. On the right-hand side, under My Profile Setup, click on **Payment Profile**.
5. At this point, you may add, edit, or delete your payment methods:
  - a. **ADD:** Click **Add New Payment Method** and select either **Electronic Check** or **Credit Card** in the drop-down menu. Click on **Select** and enter in your account information. Once done, click **Continue**. ALL debit and credit card transactions have a convenience fee of 3.00%. Electronic checks do **not** have convenience fees.
  - b. **EDIT/DELETE:** Select **Saved Payment Methods** and next to the line of payment information, select either **Edit** or **Delete**.

## Online Payment & Payment Plan Instructions

### Online Payment

1. Log into **My UI** at [www.my.uidaho.edu](http://www.my.uidaho.edu).
2. Select the **Accounts and Billing** card.
3. Select **Make a Payment**.  
**\*\*NOTE\*\*** If the third-party Student Accounts Center does not populate or if it asks for log-in credentials, please try using Internet Explorer or Google Chrome from a computer (not a phone or tablet). Make sure the browser has the Pop-Up Blocker disabled. If a Pop-Up Blocker is on, please disable through options/settings, then close the browser and log into a new session. Further issues please contact ITS at 208-885-HELP (4357).
4. Under Accounts and Billing card select **Make Payment**
  - a. If you want to **pay the balance in full**, continue to next page.**OR**
  - b. If you want to **make a partial payment**, enter the amount in the box to the far right that automatically populates with the full amount. This will allow a partial payment to be made.
5. Select a payment method using US national banking information for either Credit/Debit Card or Checking/Savings in the drop-down menu. Some international cards may be approved.

## Payment Plan Instructions

*Payment Plans are ONLY accessible for students enrolled in the current semester and will be available 10 days prior to the beginning of the semester. If not enrolled or the semester has ended, make payment arrangements by calling 208-885-7447.*

1. Log into **My UI** at [www.my.uidaho.edu](http://www.my.uidaho.edu).
2. Select the **Accounts and Billing** card.
3. Select **Payment Plans**
4. Select **Payment Plans** at the top of the page.  
**\*\*NOTE\*\*** If the third-party Student Accounts Center does not populate or if it asks for log-in credentials, please try using Internet Explorer or Google Chrome from a computer (not a phone or tablet). Make sure the browser has the Pop-Up Blocker disabled. If a Pop-Up Blocker is on, please disable through options/settings, then close the browser and log into a new session. Further issues please contact ITS at 208-885-HELP (4357).
5. Under Student Account tab select "Enroll in Payment Plan" and follow prompts.  
\*If you wish to remove Automatic Payments after enrolling in a Payment Plan:
  6. Complete steps 1-3 above.
  7. Under "Scheduled Payments", you will see a list of future scheduled payments.
  8. Click on "delete next" for the date you want removed.

## How to Authorize Other Users

***\*\*This method is to allow other users to view, make payments, or set up a payment plan on a student's account through TouchNet.***

***This does NOT grant permission to discuss account details with the University in person or over the phone.** To grant verbal permission, a Release of Consent form needs to be signed by the student and turned into the Student Accounts office.*

1. Log into **My UI** at [www.my.uidaho.edu](http://www.my.uidaho.edu)
2. Select the **Accounts and Billing** card.
3. Choose **Authorized User**.  
**\*\*NOTE\*\*** If the third-party Student Accounts Center does not populate or if it asks for log-in credentials, please try using Internet Explorer or Google Chrome from a computer (not a phone or tablet). Make sure the browser has the Pop-Up Blocker disabled. If a Pop-Up Blocker is on, please disable through options/settings, then close the browser and log into a new session. Further issues please contact ITS at 208-885-HELP (4357).
4. On the right-hand side under **My Profile Setup** select **Authorized Users** then select **Add Authorized User**
5. Type in the e-mail address of the user, then select yes/no for each prompt and select **Continue**
6. Two emails are sent to the new authorized user's e-mail: one with the temporary password and the other with the user's log-in information.

### ***Edit/Delete Users***

7. Complete steps 1-5 listed above.
8. Next to the person's name, select either "Edit" or "Delete"
  - a. Edit only allows changes to the user's access. If the user has a new email, delete and re-add the user.