

Student Deposit Instructions

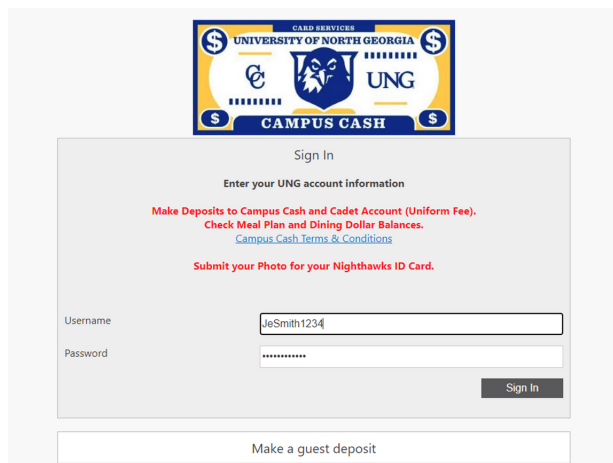
Please note: You must log in via the online Portal the first time to set up payment method. After you can easily utilize the Transact Application to deposit funds.

1. Go to the [Campus Cash Portal](#)

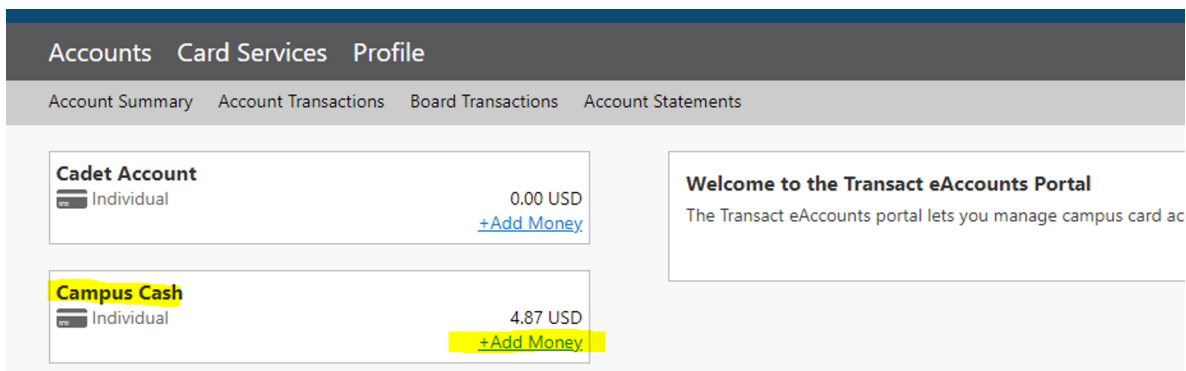
URL: nighthawks-sp.transactcampus.com/eAccounts/AnonymousHome.aspx

2. Log in using your UNG Credentials.

Do **NOT** put @ung.edu on the end of your user name



3. Select +Add Money on left hand side under Campus Cash



4. Select when you want deposit to occur then click next

Make Account Deposit

Beneficiary—**Schedule**—Deposit Information—Payment Information—Confirmation

Schedule Deposit
Choose when you want the deposit to occur.

Now

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

5. Select Account-Campus Cash, chose deposit type, amount and Payment Method then click next.

Make Account Deposit

Beneficiary—Schedule—**Deposit Information**—Payment Information—Confirmation

Account
Select the account you want to deposit funds to.

Campus Cash

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: 5.00 USD
Maximum deposit amount: 9,999.00 USD

5.00 USD

Payment Method
 Credit Card
 Saved Payment Method

Credit Card

Transact will redirect you to Windcave, a secure Payment Provider, for payment processing. You will be returned to the Transact site when your transaction is completed.

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6. Fill out payment method and click submit.

The screenshot shows the Blackboard Payment Gateway interface. At the top, it says "BlackboardPaymentGateway™". Below that is a "Blackboard Transact" section with "Amount: \$5.00 (USD)". The main section is "Credit Card Payment" and contains several input fields: "Card Number:*" (text box), "Name On Card:*" (text box), "Expiry Date:*" (MM and YY dropdown menus), and "CVC:" (text box with a "What is CVC?" link). Below this is the "Billing Information" section with fields for "Name:*", "Address:*", "Postal Code:*", "Country:" (a dropdown menu currently showing "United States"), and "Phone Number:*". At the bottom of the form are two buttons: "Cancel Payment" and "Submit". Below the buttons is a disclaimer: "Use of this site for deposit transactions implies consent to all terms and conditions outlined in your agreement with the institution concerning your stored value account(s). For complete details please contact your program administrator." Below the disclaimer are logos for "paymentexpress", "VISA", "Mastercard", and "DISCOVER".

7. Select Make Deposit

8. Receipt for Account Deposit-Can select to Save Payment Method at this step.

9. Once a payment method has been saved can utilized the Transact App for future deposits.

The screenshot shows a "Receipt for Account Deposit" page. It starts with the title "Receipt for Account Deposit" and a message: "The account deposit was successful. Print this page for your records." Below this are three main sections: "Deposit Information", "Payment Information", and "Save Payment Method". The "Deposit Information" section contains: Deposit Account (Campus Cash), Deposit Type (Deposit Amount), Deposit Amount (5.00 USD), Amount Charged (5.00 USD), and Payment Transaction ID (80A7733C-4035-4069-83E6-3199A0A9001B). The "Payment Information" section contains: Card Type (Visa) and Credit Card Number (414709.....63). The "Save Payment Method" section has a checkbox labeled "Save this payment method for future use" which is currently unchecked. Below these sections is an "Email Receipt" section with three input fields for "Email Address #1", "Email Address #2", and "Email Address #3". A "Send Receipt" button is located at the bottom right of the form. A "Home" link is also visible on the right side of the page.

If you need this content in any other form, please contact Card Services by email card-dah@ung.edu or by phone 706.864.1404.