

Transact eAccounts



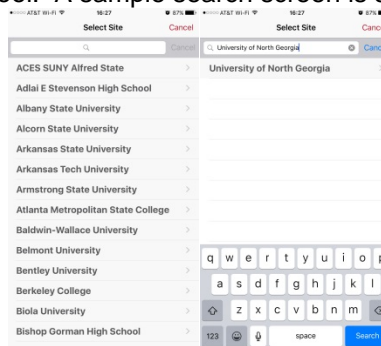
Go to the APP Store, search for Transact eAccounts, and download your free App!

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1. SEARCHING UNIVERISTY OF NORTH GEORGIA

After installing Transact eAccounts to your Apple or Android device, tap the eAccounts icon to open the application.

Select University of North Georgia from the initial screen; by scrolling through the list or entering a search value to find the school. A sample search screen is shown below.



2. LOGGING INTO THE EACCOUNTS PORTAL

After selecting University of North Georgia, select the Login option for your account.

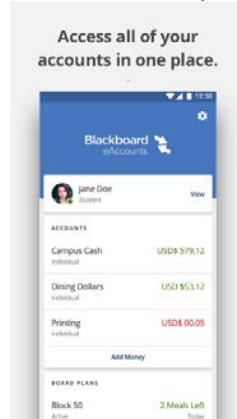
Following the selection of the login method.

Enter your **Username** and **Password** exactly as you would when using the eAccounts web page.



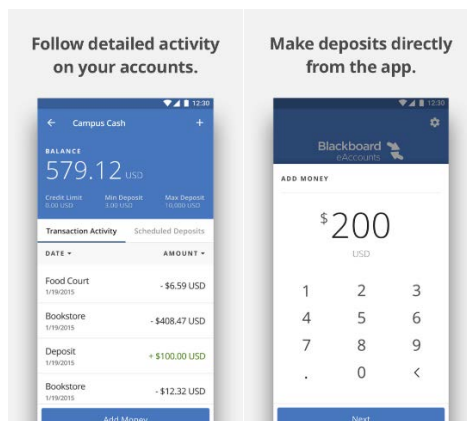
3. HOME MENU

The Home screen lists all accounts connected to your card. The Accounts may vary based on the configuration by your campus administrator. A sample Home menu screen is shown below.



4. ACCOUNT SUMMARY, TRANSACTION, AND DEPOSIT

Tapping one of your listed **Accounts** on the Home menu takes you to a list of recent transactions and/or to make a deposit. A sample account detail screen is shown below. Scroll down to see additional transactions.

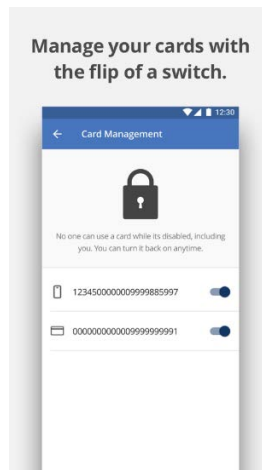


To return to the home screen, select the **back** button in the upper left corner.

To make a deposit, select the **Add Money** button. A sample deposit screen is shown above. You must have a saved payment method previously created in eAccounts using a web browser, to make a deposit with the mobile eAccounts application. Enter an **Amount** to deposit as shown in example above. Tap the **next** button to review the deposit, from you can select a saved payment method, it will automatically set the once set as your default. Tap **Submit Deposit** process the transaction. The screen displays the transaction result select **Done** and returns to the Accounts screen.

5. DEACTIVATE LOST CARD

Tapping the **Settings Gear** button in the top right corner of the home menu to display the account settings screen. Select **Card Management**. A sample summary screen is shown below.



Select the card to deactivate. Tap the **switch** button to immediately deactivate the selected card. This card will no longer be valid for use until it is reactivated.

Please contact UNG Card Services at card-dah@ung.edu or call 706-864-1404 for any questions regarding this document or if you need this document in another format