

Transact eAccounts

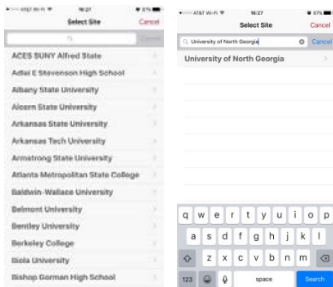
Your App for Managing your UNG Campus Cash and UNG ID Accounts

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

Transact Quick Guide

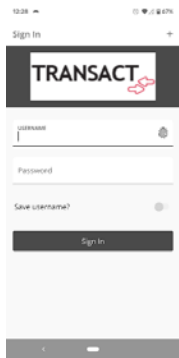
1. SEARCHING UNIVERISTY OF NORTH GEORGIA

After installing Transact 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 below.



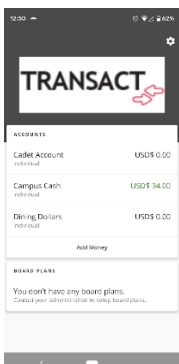
2. LOGGING INTO THE EACCOUNTS PORTAL

After selecting University of North Georgia, select the Login option for your account. Enter your UNG **Username** and **Password** exactly as you would when using the eAccounts web page. Tip: Do NOT add the “@ung.edu” portion of your UNG username



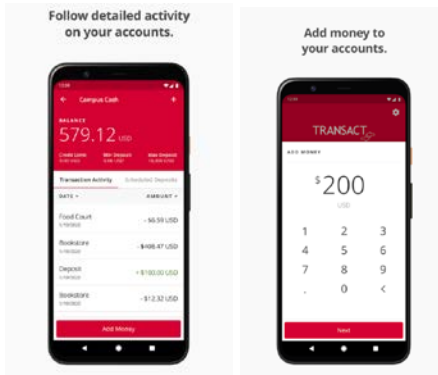
3. HOME MENU

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 in the image below.



4. ACCOUNT SUMMARY, TRANSACTION, AND DEPOSIT

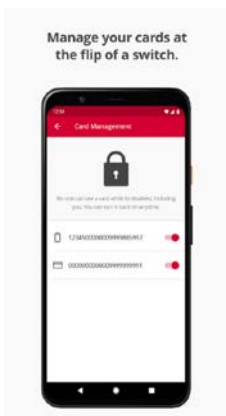
Tapping one of your listed **Accounts** on the Home menu takes you to a list of recent transactions and/or to make a deposit. A sample account detail screen is in the image below. Scroll down on your own screen to see additional transactions.



- To return to the **Home Screen**, select the **back arrow** button in the upper left corner.
- To make a **Deposit**, select the **Add Money** button. A sample deposit screen is in the image 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 which you can select a saved payment method. Once set it will automatically set it as your default. Tap **Submit Deposit** to process the transaction. The screen displays the transaction result. Select **Done** and it 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 screen is in the image 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