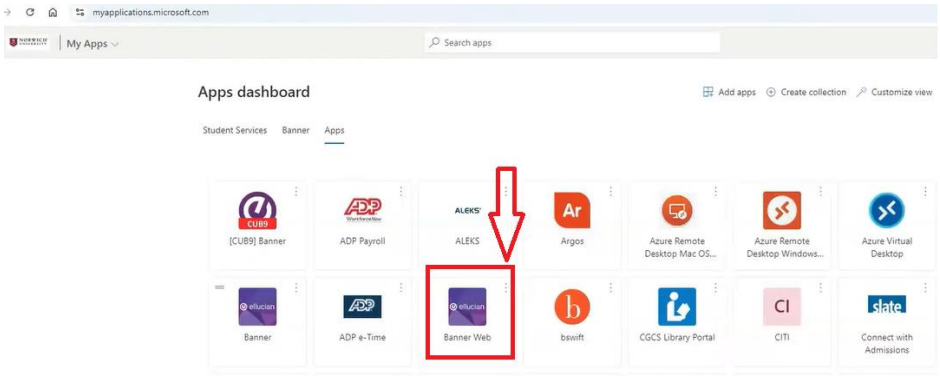
NU Pay ACCESS

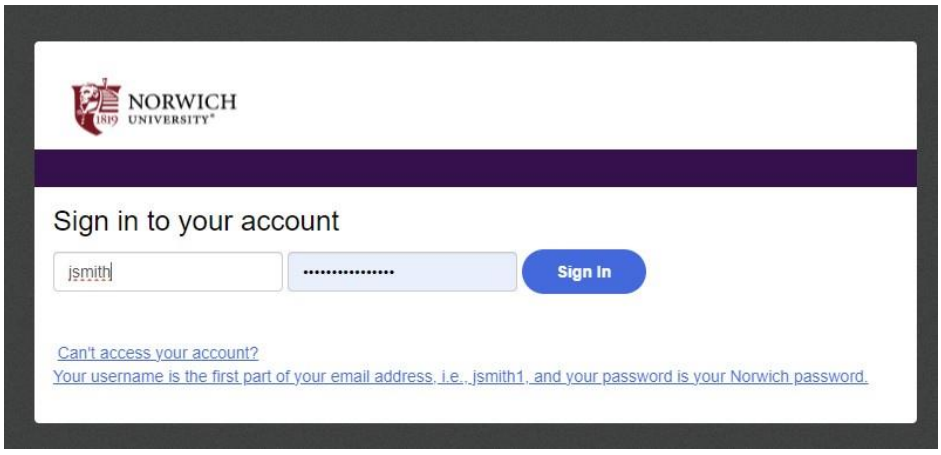
Students navigate to NU Pay via either Banner Web through the SSO portal **OR** by going directly to Account Detail and clicking the Pay Now icon.

Authorized Users access NU Pay by going to their sign in page HERE.

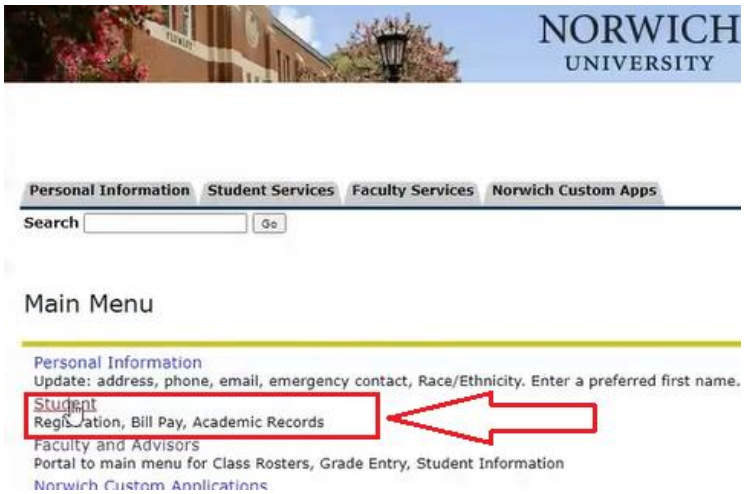
Banner Web Navigation



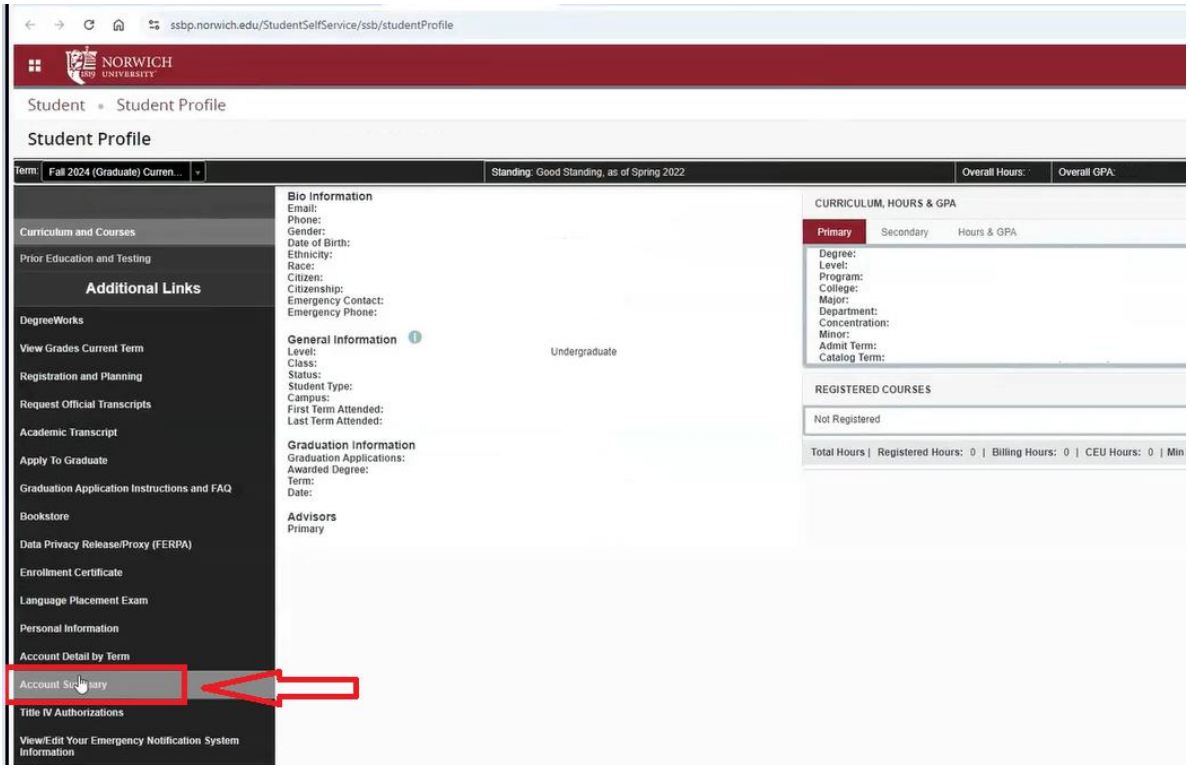
NOTE: If you are not already signed in you will need to sign in with your username and password. NOT your entire email address.



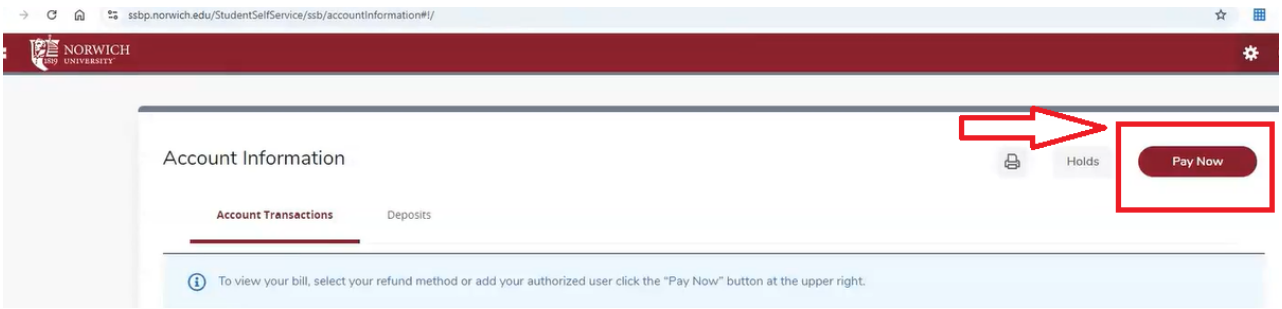
Click into your "**Student**" account



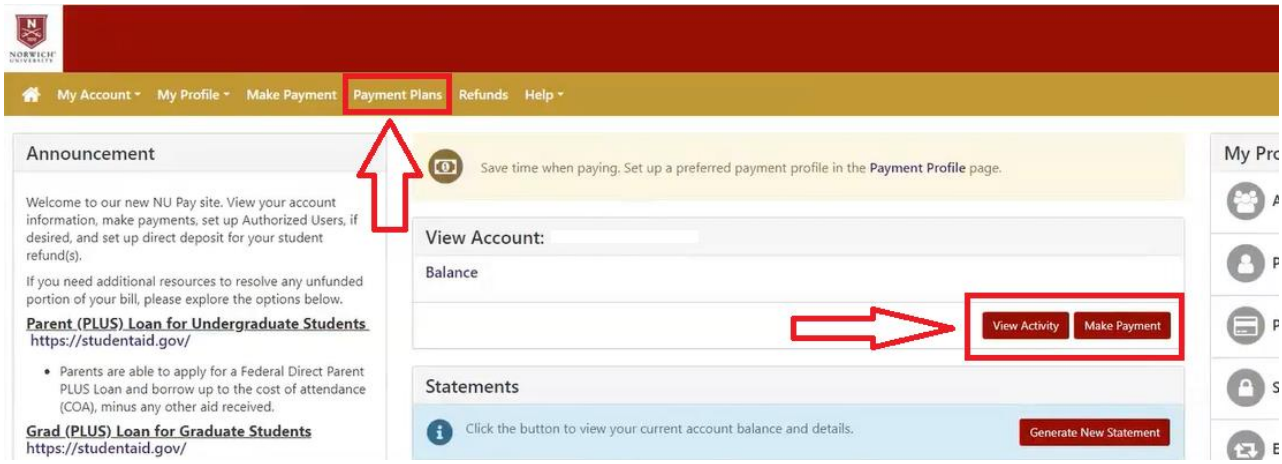
Navigate to the “**Account Summary**” page



Click the “**Pay Now**” icon



Make a payment or review payment plan options.

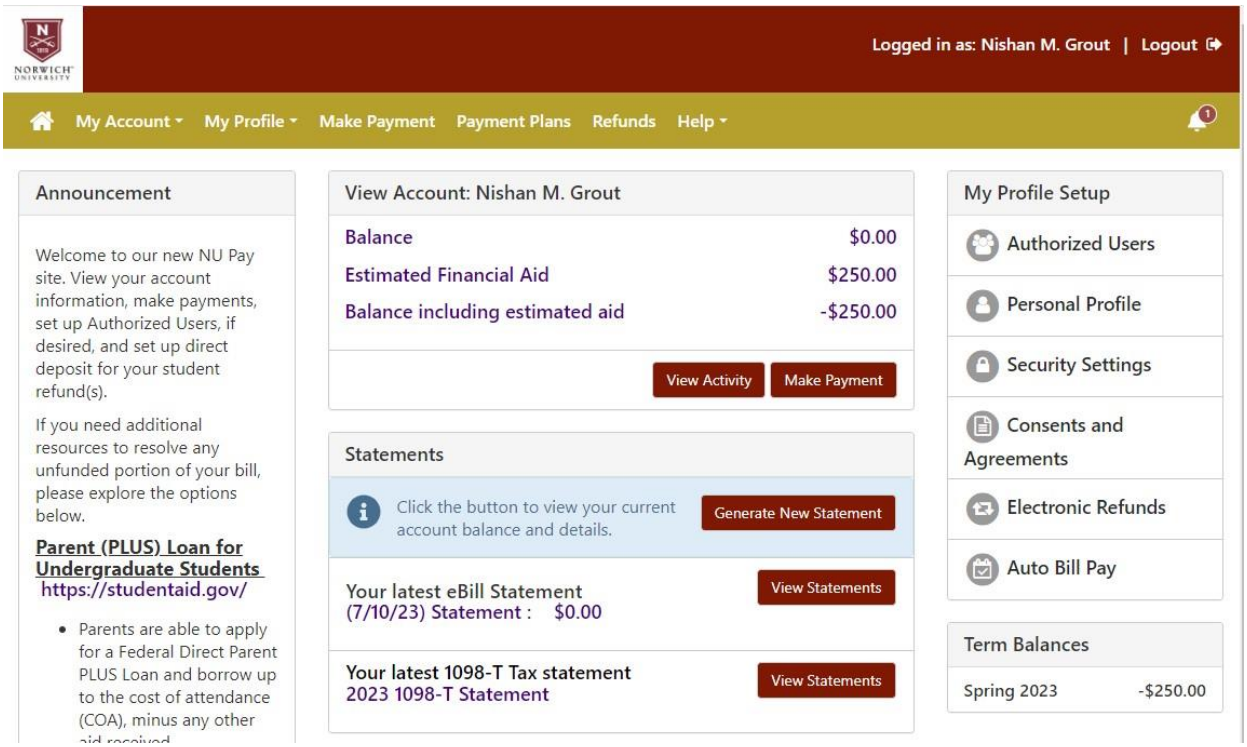


Login Popups –

Periodically when you log in you may receive popups that outline the Norwich Refund Policy. Familiarize yourself with this agreement in the event that you must withdraw from a class. You will also be prompted to set up direct deposit for refunds if you have not already done so.

If you have issues logging into the system, please call the Help Desk at 802-485-2456 or email helpdesk@norwich.edu

HOME SCREEN



This is approximately what an NU Pay Home screen will look like.

Announcements

This column contains funding information and links that students may find useful. Check here periodically for updates.

View Account

This box shows your current account information according to our records.

Balance – This is the current balance based on current charges and payments that have been processed to your account.

Estimated Financial Aid – Includes all funding sources that have been finalized for that term. This includes loans, scholarships, employer, payment plans or military benefits.

Balance including estimated aid – Positive numbers indicate a balance owed and will result in financial holds. Negative numbers indicate that once expected funds are received a refund will be due.

View Activity – This link will take you to itemized breakdowns of all charges and payments (Processed and Pending) broken down by each term.

Make Payment – Make quick payments by ACH, or Credit Card. Many international currencies are supported.

Statements

On Demand and static PDF documents that are available for recordkeeping. These were designed to meet the needs of most if not all enrollment verification needed for employer or military benefits.

Generate New Statement – This option allows you to generate a statement that includes all account activity for the term up to the moment the statement is generated.

View Statements – Access previous point in time statements that have been saved to your account. All available 1098-T tax documents are available here.

My Profile Setup

Useful links to set customize your experience including setting up direct deposit for refunds, saving payment methods and setting up Authorized Users on your account.

Authorized Users

Norwich Encourages you to set up at least one Authorized user using a non-Norwich email address. This could be your own personal email address, or a trusted individual.

To add an Authorized user simply:

1. Select Add Authorized User
2. Enter the email address
3. Select Permissions
4. Agree to terms and submit

Payment Plans

1. Payment plans are available to all students and break the total balance after expected aid into monthly payments.
2. All plans are designed to have the balance paid off prior to the end of the term.
3. Plans are only active for 1 term and you may sign up when you receive your first e-statement.
4. The first payment is due the month before class starts, or at the time of signup if the due date has passed.
5. Missed payments are subject to late fees.
6. When signing up you will have a chance to review due dates and payment amounts.
7. To utilize this option, please click on the "Enroll in Payment Plan" option in your NUPay portal listed below your Student Account Balance.