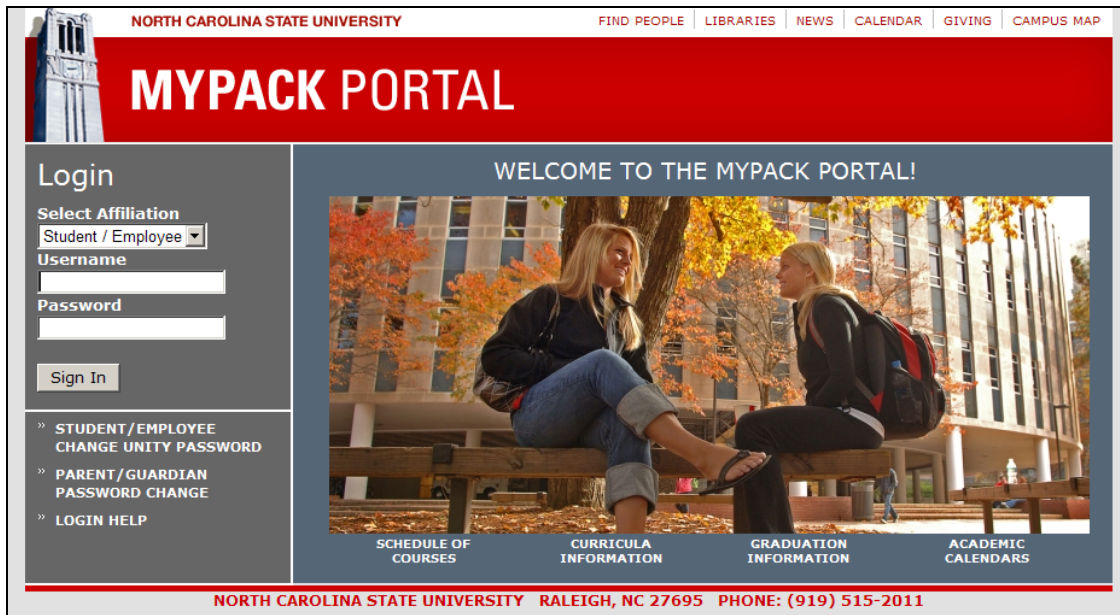


How to View Balance Adjustments

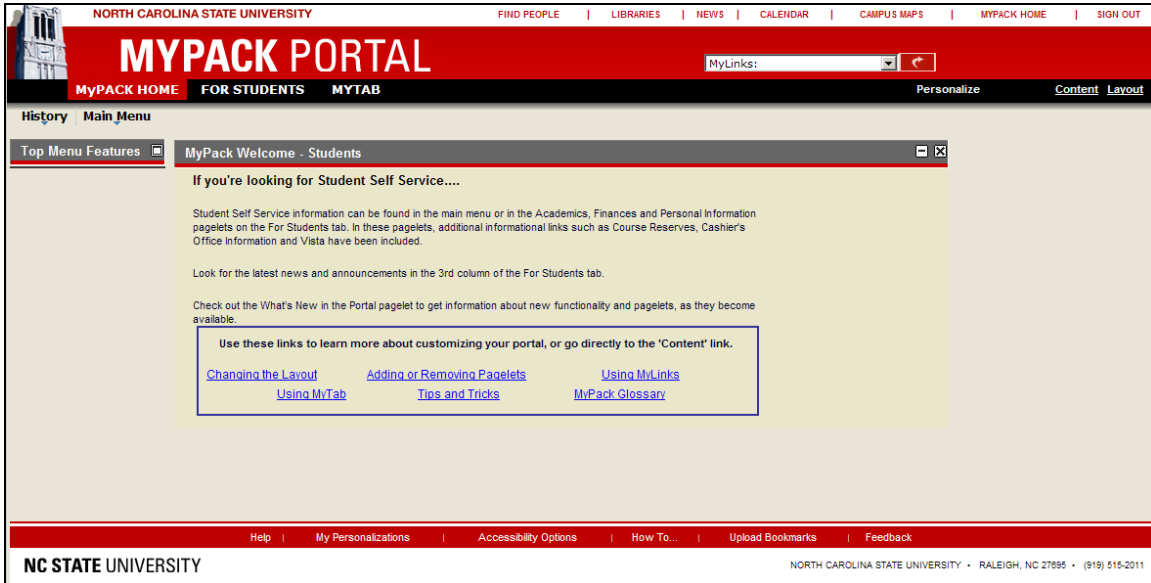
Students should follow these steps to view adjustments to their student account since their last billing statement (including payments made).

1. The student must log into the MyPACK portal at <http://mypack.ncsu.edu> with Unity ID and password.

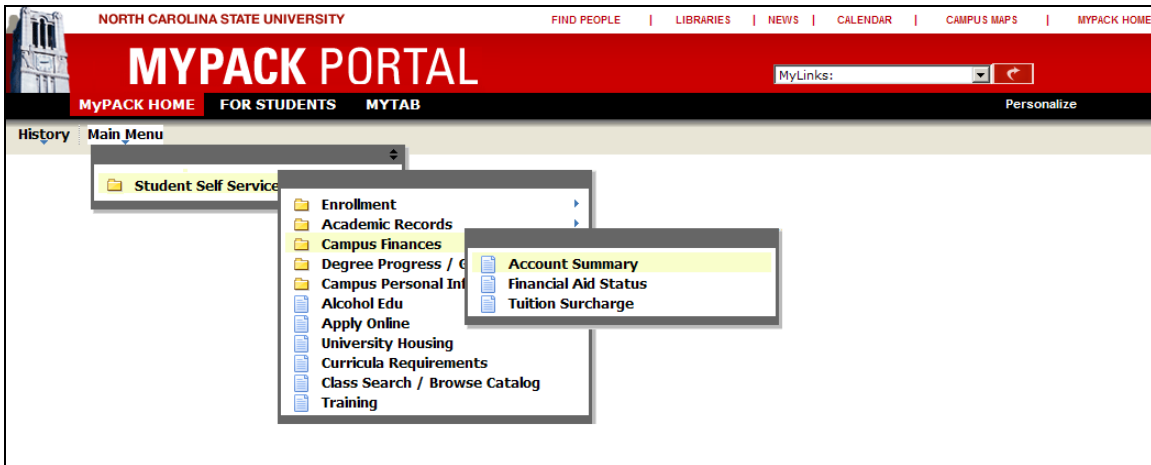


UNITY ACCOUNT INFORMATION: If you have problems accessing the MyPACK Portal, or have questions about your Unity ID and password, you may contact the **Help Desk** at 919-515-HELP (4357) or via their website: <http://oit.ncsu.edu/unity-accounts/your-unity-account>.

CASHIER'S OFFICE & STUDENT ACCOUNTS



2. From the "Main Menu", select "Student Self Service", "Campus Finances", "Account Summary".



CASHIER'S OFFICE & STUDENT ACCOUNTS

- Balance adjustments will be displayed on the Account Summary page.

The screenshot shows the MYPACK PORTAL interface for a Wolfpack Student. The page title is "Account Summary". A note states: "* Please refer to your Billing Statement or the What I Owe section for your amount due". The account balance is listed as \$531.00. Below this is a table titled "What I Owe" with columns for Term, Outstanding Charges & Deposits, Monthly Payment Plan, and Estimated Financial Aid. The table shows a total of 531.00 for the 2011 Spring Term. There are buttons for "Direct Deposit for Refunds" and "Make a Payment". A note says "* Disable pop-up blockers to Make a Payment in a new window." At the bottom, there is a "Billing Statements" section with a table showing statement dates and total billed amounts.

Term	Outstanding Charges & Deposits	Monthly Payment Plan	Estimated Financial Aid
2011 Spring Term	531.00		
Total	531.00		

Statement Date	Total Billed
11/23/2010	531.00
07/21/2010	0.00
05/28/2010	882.00

- You may view further details by selecting the "Activity" tab.

The screenshot shows the MYPACK PORTAL interface for a Wolfpack Student, now on the "Account Activity" page. The page title is "Account Activity". There is a "View by" section with a date range from 06/07/2010 to 12/07/2010 and a dropdown for "All Terms". Below this is a table titled "Transactions" with columns for Posted Date, Item, Term, Charge, Payment, and Refund. The table lists four transactions from 11/18/2010, including DE In-State Tuition (984.00 and -492.00) and Distance Education Fees (-39.00 and 78.00).

Posted Date	Item	Term	Charge	Payment	Refund
11/18/2010	DE In-State Tuition	2011 Spring Term	984.00		
11/18/2010	DE In-State Tuition	2011 Spring Term	-492.00		
11/18/2010	Distance Education Fees	2011 Spring Term	-39.00		
11/18/2010	Distance Education Fees	2011 Spring Term	78.00		