

CASHIER'S OFFICE & STUDENT ACCOUNTS

New Student Checklist

Congratulations and welcome to NCSU! You will use MyPack Portal to view your student account details, view your eBILLS, make online payments, and enroll in direct deposit for refunds and more! Complete this checklist **TODAY** to guarantee you are ready for your first eBILL!

Please log into **MYPackPortal**: <http://mypack.ncsu.edu/> with your Unity ID and password and select **Student Self Service**.

- Select **Parent/Guardian Access** from the **Campus Personal Information** menu. Select the **Add Parent/Guardian** button and follow the instructions to grant Parent/Guardian Access. Be sure to grant "Student Account/Billing/Payment" access for your parent/guardian.

The person(s) you set up for Parent/Guardian Access will be able to log into the eBILLing system to view your eBILLS and make online payments. Parents/ Guardians with access will receive an email each time a new eBILL is posted.

- Select **Account Summary** from the **Campus Finances** menu. Select **Direct Deposit** button and enter your Routing number and Account number.

Any excess funds on your student account that originate from financial aid, scholarships or reduced course load will be refunded to you via the bank account you specify when you enroll in direct deposit. You will receive an email from the Cashier's Office when a direct deposit refund is made to your designated bank account. **This will not pay charges on your student account.**

- Select **Account Summary** from the **Campus Finances** menu. Select **Electronic Copy** under **1098-T Tax Form Information**. The 1098-T form is produced each January and is used by the student or taxpayer in determining eligibility for a tuition tax credit under the Taxpayer Relief Act of 1997.

1098-Ts are available electronically by selecting the **View 1098T Tax Forms** button.

- Waive out of the University student health insurance plan at www.studentinsurance.com if you have existing coverage under another health plan, or enroll in the NCSU plan.

The NC State student plan annual premium is \$833 (\$416.50 each semester). More information and FAQ at www.ncsu.edu/student_health.

- Select **Account Summary** from the **Campus Finances** menu. View and pay your bill.

Tuition and Fees must be paid by the date posted on your billing statement to avoid class schedule cancellation. It is the responsibility of each student, whether or not they receive a statement, to make full payment or complete financial aid information prior to the posted deadline. Approved Financial Aid awards, scholarships, and sponsorships will be noted on the account, and only amounts exceeding the award must be paid to prevent cancellation. *If you decide not to attend NC State University you must notify the Office of Undergraduate Admissions in writing no later than the first day of classes. You will be held responsible for any charges on your account until an Official Withdrawal is completed.* For additional information, visit the University Cashier's Office website: <http://www7.acs.ncsu.edu/cashier>. If you have questions regarding your account you may contact the University Cashier's Office at (919) 515-2986 or via email at studentaccounts@ncsu.edu.