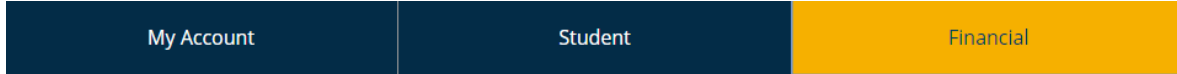
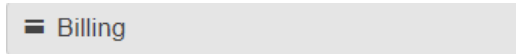


Bear Pay Instructions

1. Log on to Ursa at <https://ursa.unco.edu> using your University of Northern Colorado Personal Digital Identity (PDID) information (network username and password).
2. Click on the **Financial** tab.

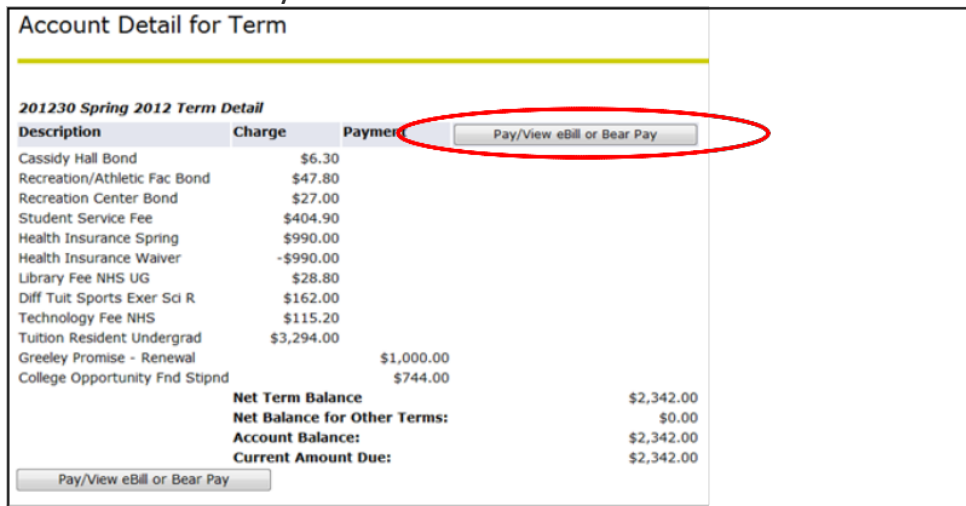


3. Click on the **Pay/View eBill or Bear Pay** link found in the **Billing** section under **Billing and Financial Aid**.



- Pay/View **eBill** or Bear Pay
- **eBill** Instructions/Set Up Authorized User
- International Payments
- Bear Pay Information [🔗](#)
- Bear Pay Information (En Español) [🔗](#)
- Set Up Direct Deposit For A Refund
- How to Read Your Bill
- Add Funds to Your Bear Print Account
- Purchase Parking Permits or Pay Tickets Online
- 1098T Tax Notifications
- COF Stipend Authorization
- Colorado Resident Stipend Application
- College Opportunity Fund (COF) Information

4. On the Select Term Screen use the **Drop-Down Menu** to select the term and click on the **Submit** button.
5. On the **Account Detail for Term** screen, click on the **Pay/View eBill or Bear Pay** button. Please wait while your information loads.



Account Detail for Term

201230 Spring 2012 Term Detail

Description	Charge	Payments	
Cassidy Hall Bond	\$6.30		
Recreation/Athletic Fac Bond	\$47.80		
Recreation Center Bond	\$27.00		
Student Service Fee	\$404.90		
Health Insurance Spring	\$990.00		
Health Insurance Waiver	-\$990.00		
Library Fee NHS UG	\$28.80		
Diff Tuit Sports Exer Sci R	\$162.00		
Technology Fee NHS	\$115.20		
Tuition Resident Undergrad	\$3,294.00		
Greeley Promise - Renewal		\$1,000.00	
College Opportunity Fnd Stipnd		\$744.00	
	Net Term Balance		\$2,342.00
	Net Balance for Other Terms:		\$0.00
	Account Balance:		\$2,342.00
	Current Amount Due:		\$2,342.00

Pay/View eBill or Bear Pay

6. To enroll in Bear Pay, click on the **Payment Plans** tab.

The screenshot shows the University of Northern Colorado's student account interface. At the top, the university logo and name are displayed. Below the logo, a navigation bar contains links for 'My Account', 'Make Payment', 'Payment Plans' (which is circled in red), and 'Help'. The main content area is divided into two columns. The left column features an 'Announcement' box with text regarding course registration responsibilities. The right column displays 'Student Account' information, including the account ID 'xxxxx0082' and a 'Balance' of '\$2,044.78'. At the bottom of the right column, there are two buttons: 'View Activity' and 'Make Payment'.

7. In the **Payment Plan** screen, follow the instructions to enroll in the Bear Pay Payment Plan.

Please be aware that a convenience fee of 2.85% is added on to all payments made by credit card. This fee will show as a separate charge for the credit card processing on your credit card bill. This convenience fee goes directly to the credit card processor company, not UNC. To avoid the fee, select to pay your Bear Pay installments with a bank account.