RANGER PORTAL:
STUDENT FINANCE USER GUIDE

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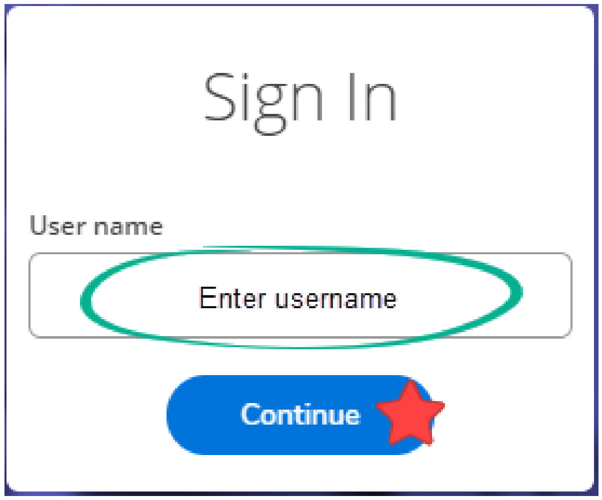
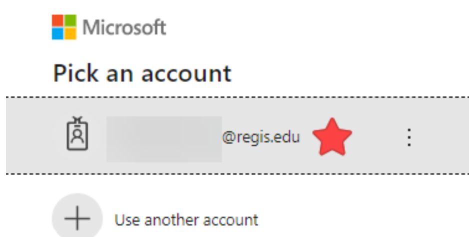
Navigating to Ranger Portal

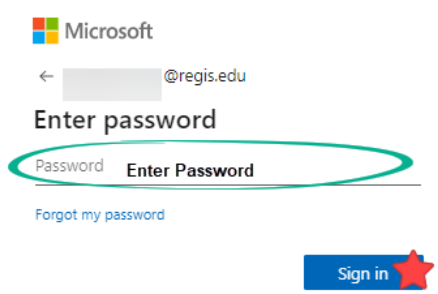
- Head to rangerportal.regis.edu; you will be prompted to enter your username (omitting "@domain.com"):



- You will then be taken to the Microsoft Single Sign On login page; select the appropriate account:



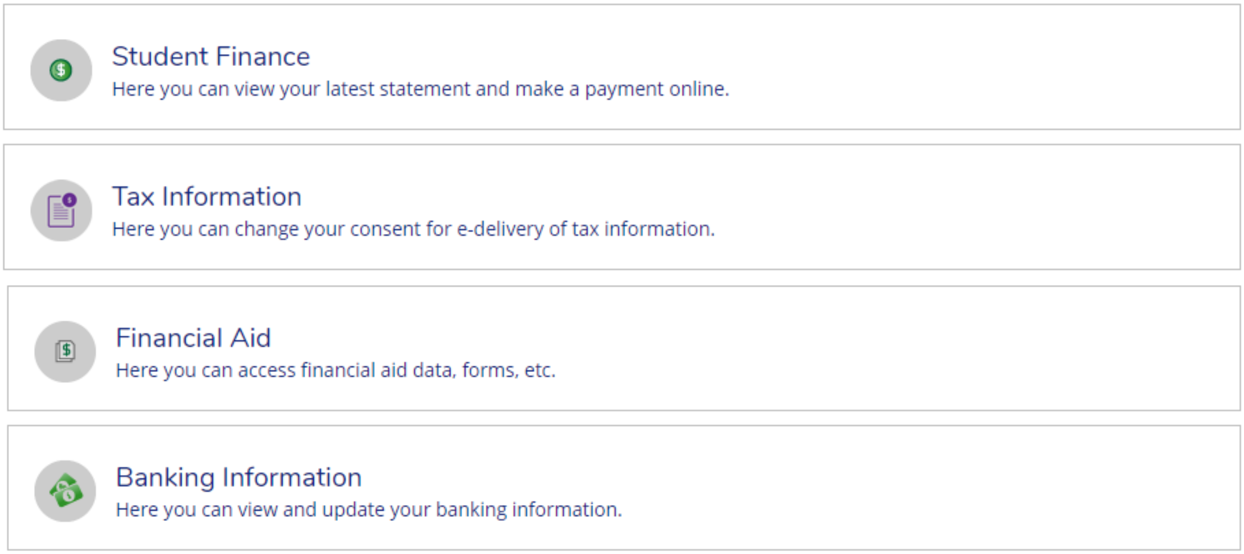
- Then, enter your password and click "Sign in":



- **Note:** The Proxy login process will be slightly different than the student login process. A user guide is available for Proxy users.

Ranger Portal Home Page

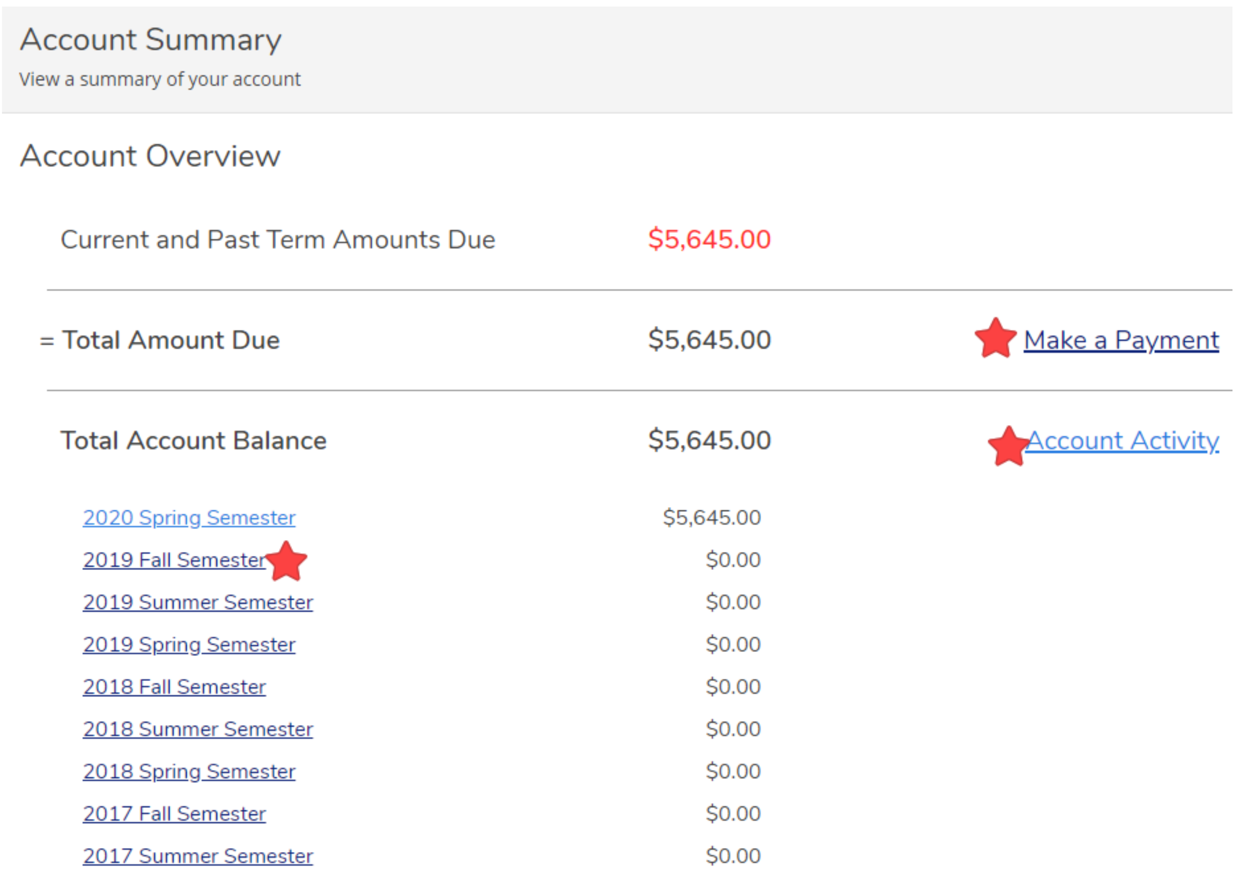
- From the home screen, you will be able to select between the following account management categories:



Student Finance

Account Summary

- After clicking on the “Student Finance” category, you will be directed to the Account Summary page. Here, you will see the current amount due on the account. Additionally, you can:
    - Select “Make a Payment” to go to the payment screen
    - Select “Account Activity” to view a detailed account statement of the current term.
    - You can also view the account activity for past or upcoming terms by clicking on the desired semester.



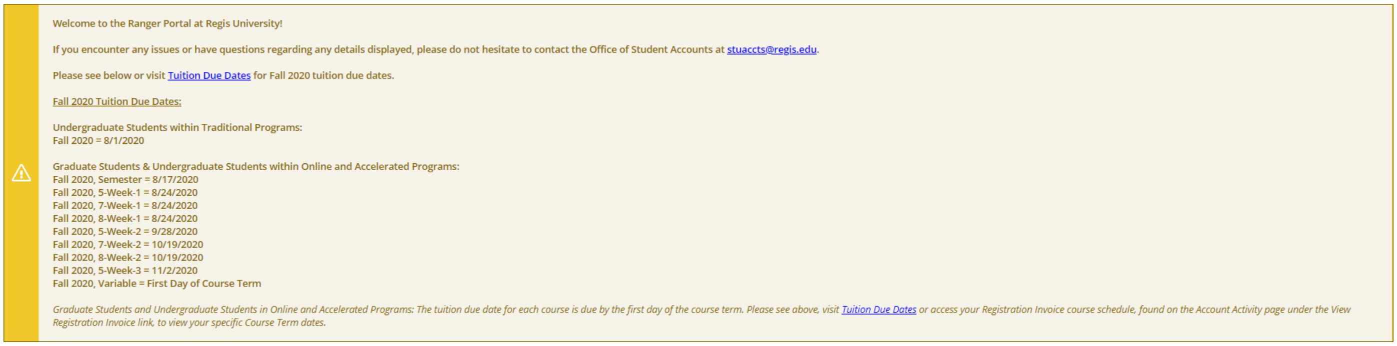
- **Note:** Also notice the “Helpful Links” along the side, which will take you to the Academic Calendar, Cost of Attendance Page, Course Withdrawal Form, and other helpful resources available online!

REGIS UNIVERSITY

OFFICE OF ENROLLMENT SERVICES

Account Activity

- Firstly, on the "Account Activity" screen, you will see a yellow information box containing the tuition due dates for the upcoming term; you can click "Tuition Due Dates" to view more information on tuition due dates and payment plans:



Welcome to the Ranger Portal at Regis University!

If you encounter any issues or have questions regarding any details displayed, please do not hesitate to contact the Office of Student Accounts at stuaccts@regis.edu.

Please see below or visit Tuition Due Dates for Fall 2020 tuition due dates.

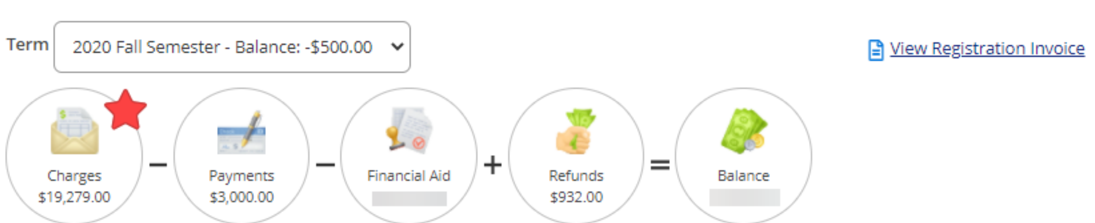
Fall 2020 Tuition Due Dates:

Undergraduate Students within Traditional Programs:
Fall 2020 = 8/1/2020

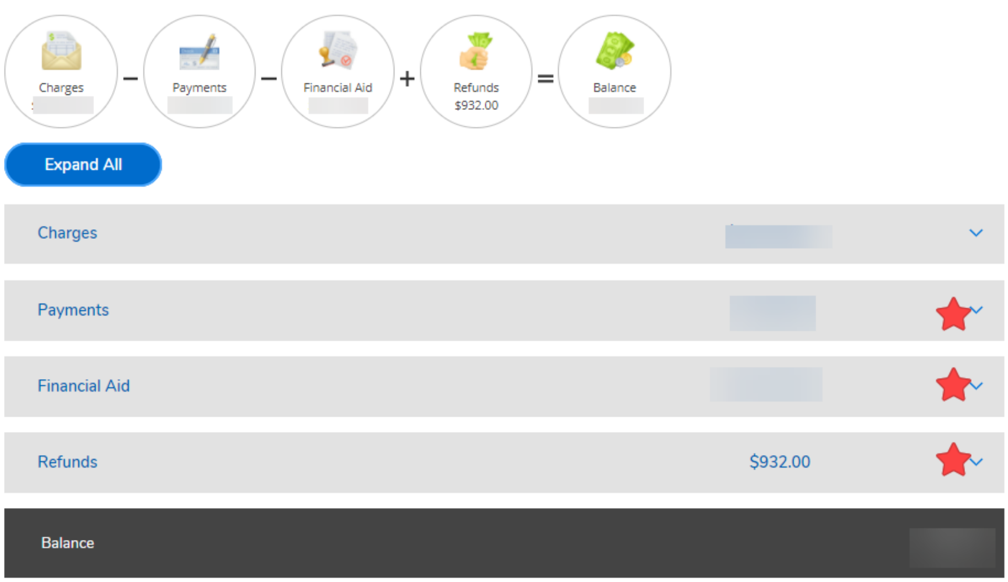
Graduate Students & Undergraduate Students within Online and Accelerated Programs:
Fall 2020, Semester = 8/17/2020
Fall 2020, 5-Week-1 = 8/24/2020
Fall 2020, 7-Week-1 = 8/24/2020
Fall 2020, 8-Week-1 = 8/24/2020
Fall 2020, 5-Week-2 = 9/28/2020
Fall 2020, 7-Week-2 = 10/19/2020
Fall 2020, 8-Week-2 = 10/19/2020
Fall 2020, 5-Week-3 = 11/2/2020
Fall 2020, Variable = First Day of Course Term

Graduate Students and Undergraduate Students in Online and Accelerated Programs: The tuition due date for each course is due by the first day of the course term. Please see above, visit Tuition Due Dates or access your Registration Invoice course schedule, found on the Account Activity page under the View Registration Invoice link, to view your specific Course Term dates.

- Below, you will see a link on the right, "View Registration Invoice," which will generate a comprehensive breakdown of the term charges, credits, and schedule on University letterhead. You will also see bubbles which show a breakdown of the charges and credits applied to the account within a given term:



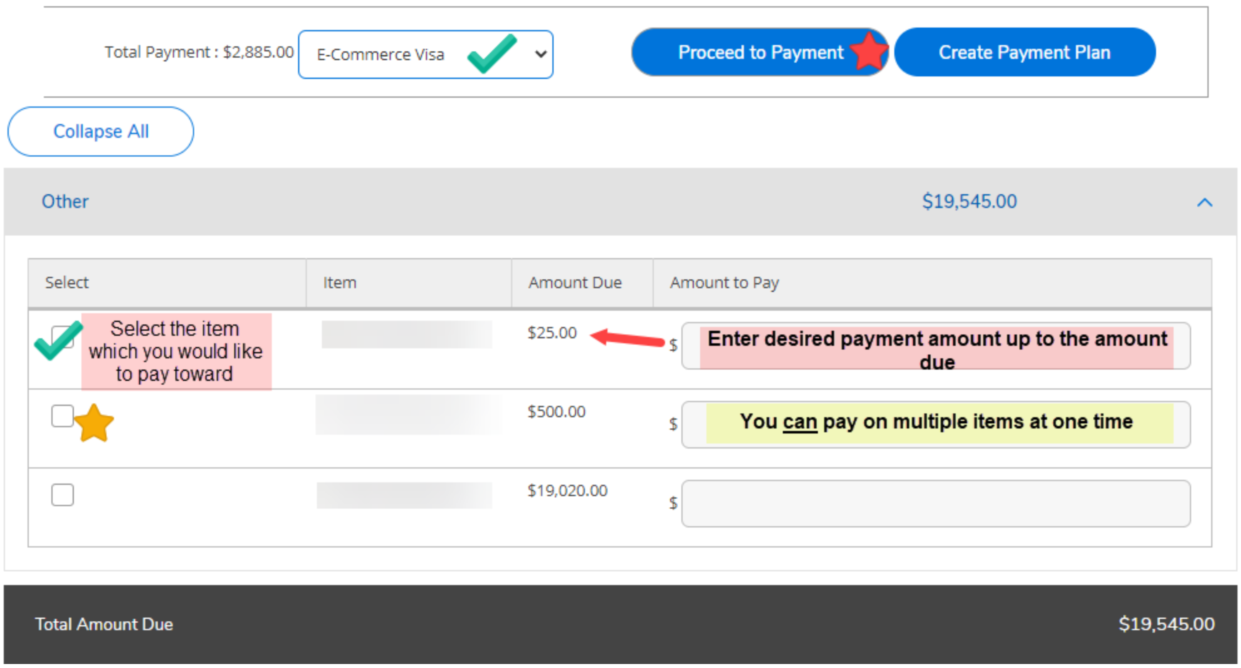
  - Click the bubble to expand each section to see a more detailed view of what constitutes the balance.
  - **Note:** You can download payment receipts by clicking the respective receipt number listed under "Payments." Additionally, you can use these dropdowns to monitor the status of your financial aid disbursement and refunds, if applicable.



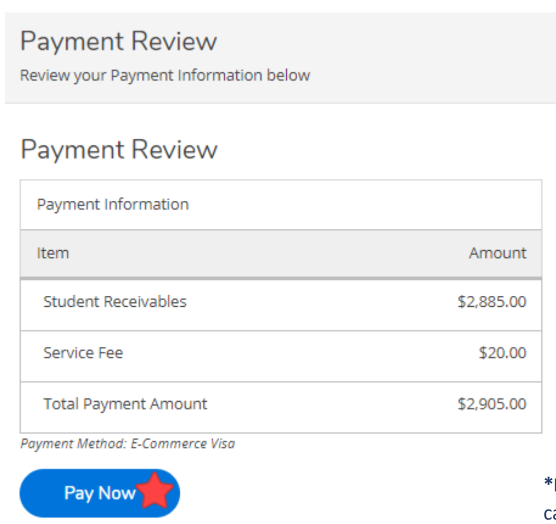
Make a Payment

- On the make a payment screen, you will see a breakdown of the charges on the account. From here, you select the items which you'd like to pay toward (partial or full), or you can create a payment plan:

  - To pay a portion or the entirety of a due item, select your payment method (all major credit/debit or e-check), the amount you'd like to pay, and select "Proceed to Payment":



  - You will be directed to confirm your payment amount; if correct, select "Pay Now" to enter your payment information:



***Note:** A 2.95% service fee is applied to any credit card payment

Create a Payment Plan

- To create a payment plan, select “Create Payment Plan” from the option bar:

Total Payment : $2,885.00 | Choose a Payment Method | Proceed to Payment | Create Payment Plan

  - You will select the due balance you would like to install in a payment plan, then click “Continue”:

Select an item for a Payment Plan (you can only choose one)

2018 Fall Semester

Item	Payment Group	Date Due	Amount Due
Student Receivables	WEBGL	8/27/2018	$3,080.00

Cancel | Continue

  - You will now see a total breakdown of the payment plan, including the total amount of the payment plan, the due date of each payment, and the amount due for each payment:

Review these payment plan terms and check the box at the bottom to continue.

Payment Plan Summary	
Student	
Term	2018 Fall Semester
Original Plan Amount	$3,080.00
Number of Payments	6
Frequency	Monthly
Flat Late Fee	$15.00
Setup Charge	$50.00
Total Plan Amount	$3,130.00

Payment Plan Schedule	
7/15/2018	$565.00
8/15/2018	$513.00
9/15/2018	$513.00
10/15/2018	$513.00
11/15/2018	$513.00
12/15/2018	$513.00

Payment Plan Terms and Conditions

REGIS PAYMENT OPTION PAYMENT PLAN TERMS & CONDITIONS:
Payments are due the 1st or 15th day of the month, determined by

I agree to the terms and conditions outlined above.

  - **Note:** The number of payments in a payment plan and the payment due date will depend on when the payment plan is initiated. We suggest initiating your payment plan at the beginning of each semester for the maximum amount of payments!
    - The $50 setup fee will automatically be applied to the first payment due for *each* payment plan. We suggest registering for *all* courses for a semester prior to creating a payment plan.
  - A $15 late fee will not be applied unless a payment becomes past due. A late fee will be applied once for <u>each</u> late payment.

Paying on a Payment Plan

- There is little difference when paying on a payment plan, however, instead of an itemized list of charges, you will see a payment plan schedule:

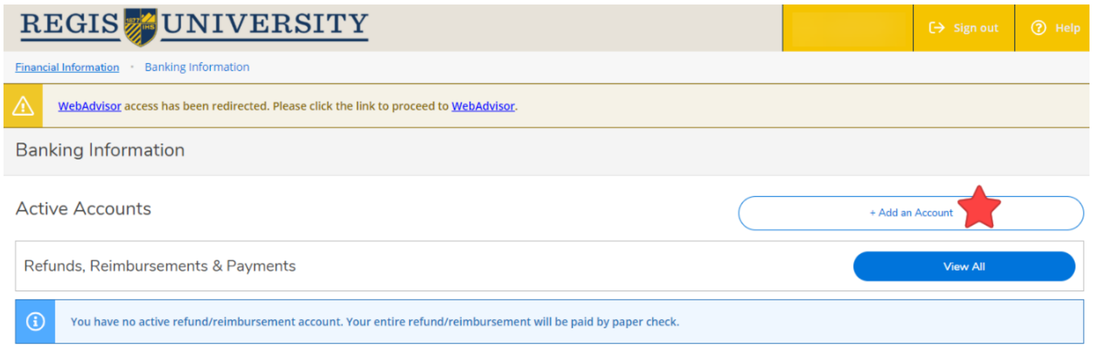
2018 Fall Semester $3,130.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
	Payment Plan 99722 - Student Receivables	WEBGL	7/15/2018	$565.00	$ 565.00
	Payment Plan 99722 - Student Receivables	WEBGL	8/15/2018	$513.00	$
	Payment Plan 99722 - Student Receivables	WEBGL	9/15/2018	$513.00	$
	Payment Plan 99722 - Student Receivables	WEBGL	10/15/2018	$513.00	$
	Payment Plan 99722 - Student Receivables	WEBGL	11/15/2018	$513.00	$
	Payment Plan 99722 - Student Receivables	WEBGL	12/15/2018	$513.00	$

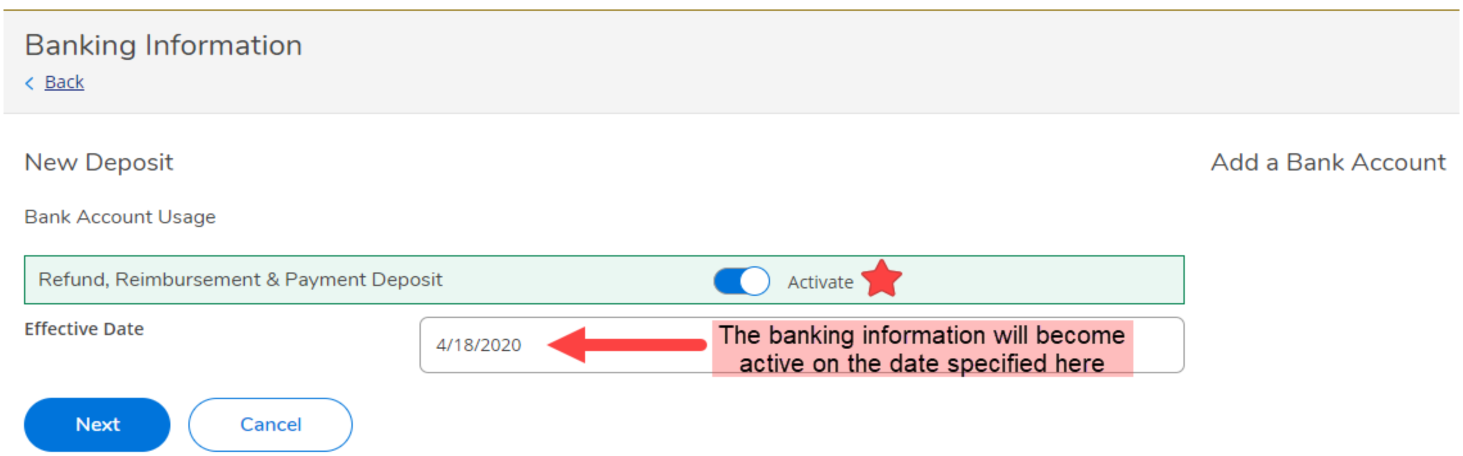
  - Each payment installment will specify the amount due and the due date. Again, you are able to make a portion of the payment at any time, but cannot specify an amount greater than the amount due for a particular item. You can still optionally pay more than one item at once.
  - To better protect your sensitive information, automatic payments are <u>not</u> available for payment plans.

Banking Information

- Use the “Banking Information” tab on Ranger Portal to securely link your bank account for direct deposit of refunds or reimbursements in lieu of a mailed paper check.
    - To add a new account, select “+Add an Account”

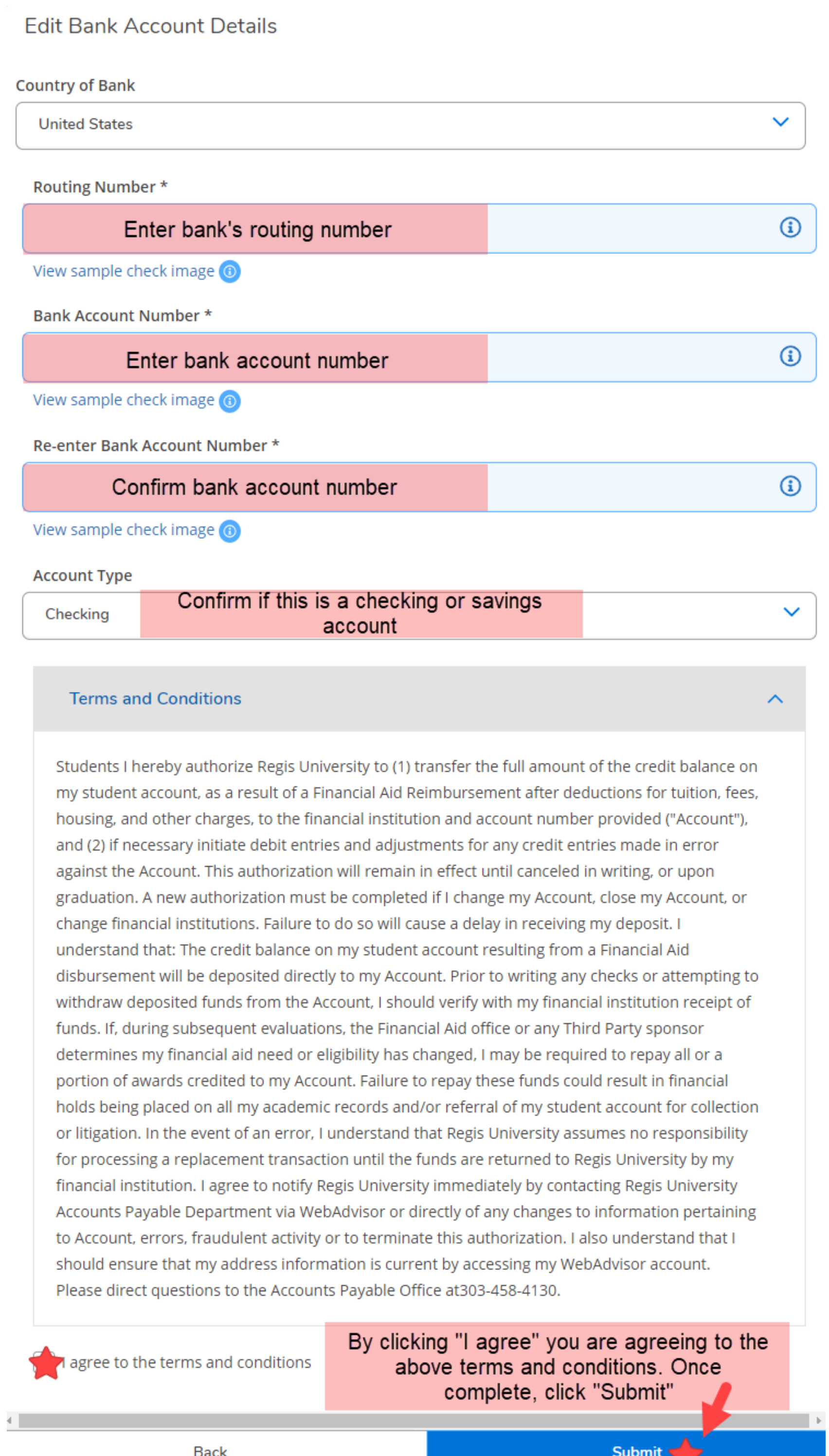


    - On the next page, make sure the “Refund, Reimbursement, & Payment Deposit” is set to “Activate”
    - You will need to specify the date you would like this account activated. All refunds, reimbursements, or payment deposits will be direct deposited following this date

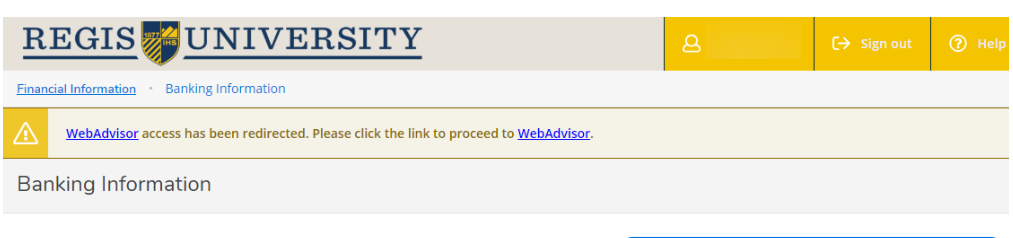


    - You will then be prompted to enter your bank account information (country, routing number, and account number) and identify the account type (checking or savings).

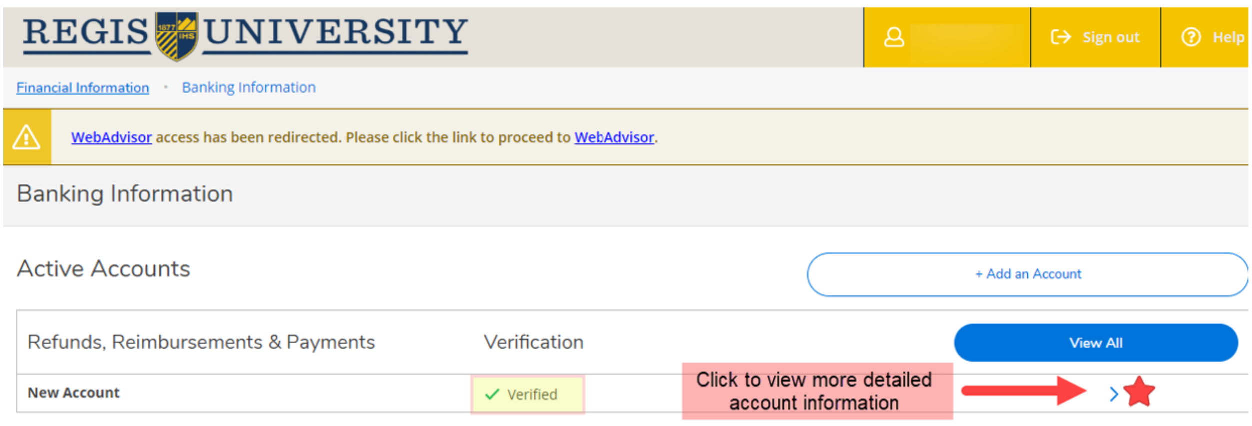
- Be sure to thoroughly read the terms and conditions. If you accept, click "I Accept" and then "Submit":



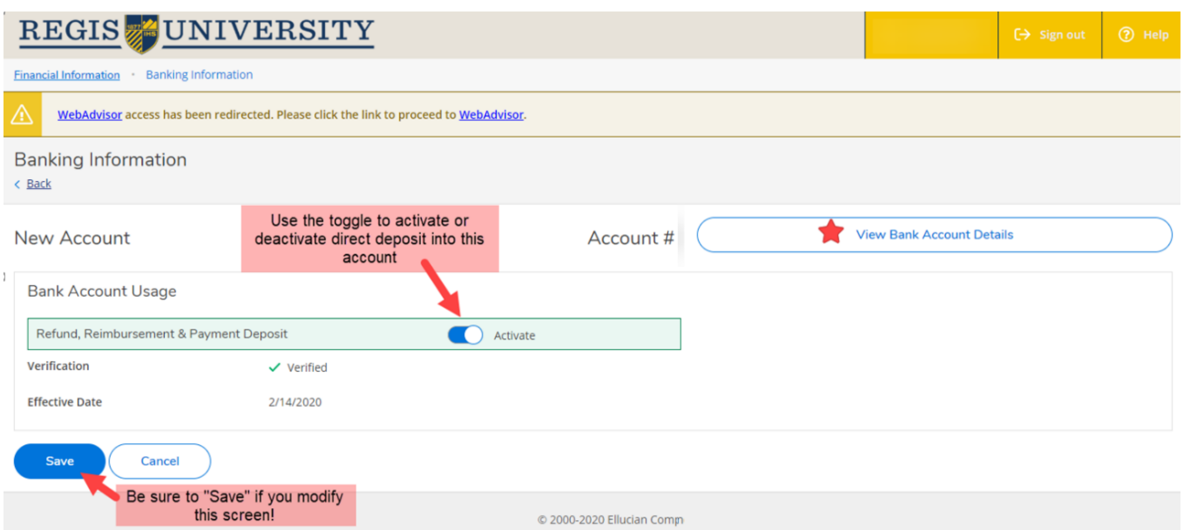
- Now, from the "Banking Information" screen, you will see your new account has been added, and is listed as "Not Verified." Your account will verify within 2 banking days:



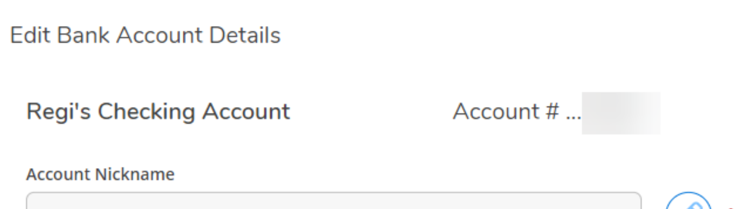
- **Tools once your account is activated:**
  - Once you see that your account has been verified, you will be able to click on the account to view more detailed information:



  - From this page, you are able to deactivate the account, or select “View Bank Account Details”:

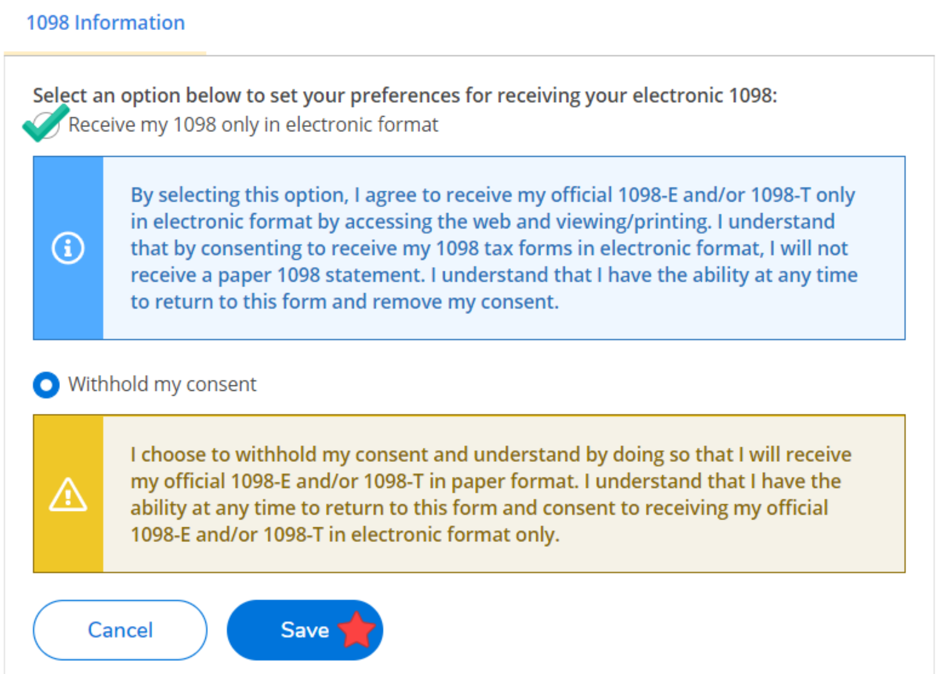


  - In “View Bank Account Details,” you will have the option to rename your account and view limited account information:



Tax Information

- The "Tax Information" feature allows you to view and download any previous 1098-T tax document received while attending Regis.
    - In order to access your 1098-T statement(s) electronically, you will first need to set preferences for receiving the document:



1098 Information

Select an option below to set your preferences for receiving your electronic 1098:

Receive my 1098 only in electronic format

By selecting this option, I agree to receive my official 1098-E and/or 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098 statement. I understand that I have the ability at any time to return to this form and remove my consent.

Withhold my consent

I choose to withhold my consent and understand by doing so that I will receive my official 1098-E and/or 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-E and/or 1098-T in electronic format only.

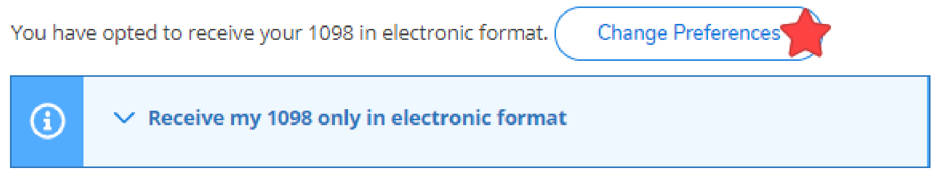
Cancel Save

-
    - If you choose to receive your 1098-T forms electronically, you will <u>not</u> receive a hard-copy by mail. You are able to update your preferences at any time.
    - Once preferences are updated, you can now see the 1098-T statement(s) you've received while attending Regis University:

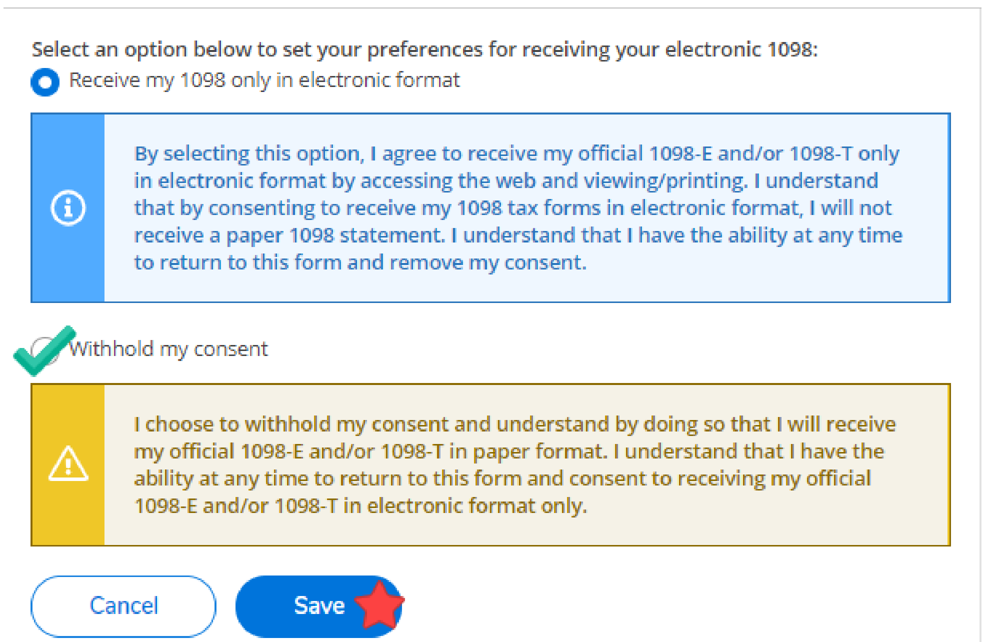
1098 Statements

Tax Year	Notation
2019	2019 1098T Statement
2018	2018 1098T Statement
2017	2017 1098T Statement
2016	2016 1098T Statement
2015	2015 1098T Statement
2014	2014 1098T Statement
2013	2013 1098T Statement
2012	2012 1098T Statement

- If, at any time, you would like to withhold your consent to receive your 1098-T statement electronically, select “Change Preferences” at the top of the page:



- Then, select “Withhold my consent”:



- Follow the same steps outlined above if you ever choose to re-grant consent to receive your 1098-T statement electronically.