

Transact eAccounts



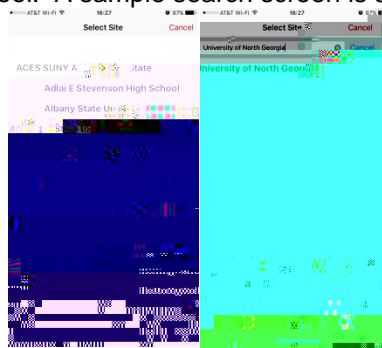
Go to the **APP Store**, search for **Transact eAccounts**, and download your free **App!**

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1. SEARCHING UNIVERSITY OF NORTH GEORGIA

After installing Transact eAccounts to your Apple or Android device, tap the eAccounts icon to open the application.

Select University of North Georgia from the initial screen; by scrolling through the list or entering a search value to find the school. A sample search screen is shown below.



2. LOGGING INTO THE EACCOUNTS PORTAL

After selecting University of North Georgia, select the Login option for your account.

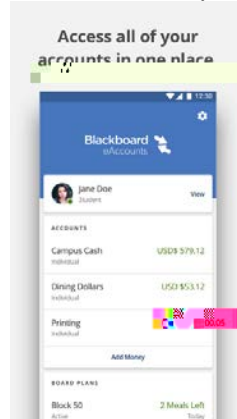
Following the selection of the login method.

Enter your Username and Password exactly as you would when using the eAccounts web page.



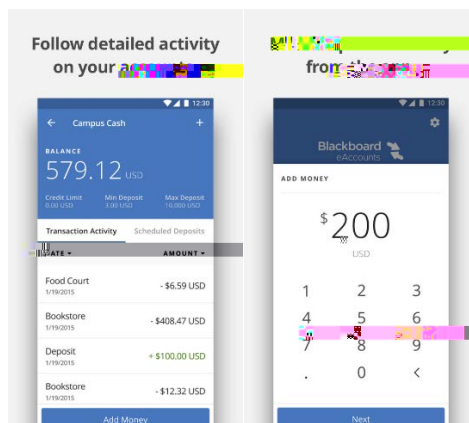
3. HOME MENU

The Home screen lists all accounts connected to your card. The Accounts may vary based on the configuration by your campus administrator. A sample Home menu screen is shown below.



4. ACCOUNT SUMMARY, TRANSACTION, AND DEPOSIT

Tapping one of your listed Accounts on the Home menu takes you to a list of recent transactions and/or to make a deposit. A sample account detail screen is shown below. Scroll down to see additional transactions.

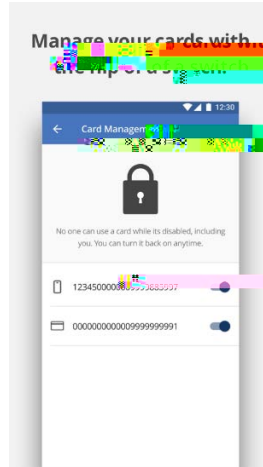


To return to the home screen, select the back button in the upper left corner.

To make a deposit, select the Add Money button. A sample deposit screen is shown above. You must have a saved payment method previously created in eAccounts using a web browser, to make a deposit with the mobile eAccounts application. Enter an Amount to deposit as shown in example above. Tap the next button to review the deposit, from you can select a saved payment method, it will automatically set the once set as your default. Tap Submit Deposit process the transaction. The screen displays the transaction result select Done and returns to the Accounts screen.

5. DEACTIVATE LOST CARD

Tapping the Settings Gear button in the top right corner of the home menu to display the account settings screen. Select Card Management . A sample summary screen is shown below.



Select the card to deactivate. Tap the switch button to immediately deactivate the selected card. This card will no longer be valid for use until it is reactivated.

Please contact UNG Card Services at card-dah@ung.edu or call 706-864-1404 for any questions regarding this document or if you need this document in another format