UNICASH USER GUIDE

Unicash is a web-based user portal, powered My Monitor, which enables University of Waikato students visibility and management of their Supervisor Net account for printing and copying.
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Solution Overview

Unicash is a web-based user portal, powered My Monitor, which enables University of Waikato students visibility and management of their Supervisor Net account for printing and copying. Unicash includes the following functionality:

- View account balance
- Add money to accounts using a secure credit card payment system.
- Generate detail and summary reports.
- Receive statements automatically on a daily, weekly, or monthly basis.

Workflow

1. To access Unicash, ensure you are signed into the UoW Student Portal, scroll to the Unicash card and then click on the ‘Unicash top up’ link:

2. The first time you click on the ‘Unicash top up’ link you will be required to create a new account with My Monitor – you will see the following screen. Simply click ‘Create Account’ to proceed.

You will not see this screen on subsequent logins.
3. Once logged in you will be taken to the main “Home” page which will display your balance along with other account options:

4. To add to your balance simply click on the ‘Add Value’ button to be taken to a page where you can specify the amount to top-up by:

Add Value to the Unicash Balance Account

- $2.00
- $5.00
- $10.00
- $20.00

The current account balance for the Unicash Balance account is $21.87

Select the amount you want to add, or enter a value in the Other Amount edit box:

- Select Other Amount [Dollars]
- 1

Pay using:

- Credit Card

Remember my card

Pay | Cancel

5. After specifying the top-up amount you will be taken to a secure payment gateway where you can enter your credit card details:
6. If your payment has been successful, you will see a receipt/confirmation page. You will also receive an email with a confirmation of your payment:

![My Monitor Receipt]

- **Date:** 25/11/2019 4:31:14 PM
- **Name:** Cynthia Ann Aplin
- **Account Number:** 4227830139
- **Payment Type:** Credit Card
- **Email:** cas3@studentsewaikato.ac.nz
- **Authorised Reference:** 0000000b652ec181
- **Added to account:** $2.00
- **Online Payment:** $2.00 MBM97535a68129d9395

For problems regarding this site or a transaction, please contact us at administrators@woc@college.edu.nz

- **Print Preview**
- **Continue**

7. To see your transaction history click on ‘View Statements’ from the home page:

![Statements for Cynthia Ann Aplin]

**Statement Type**
- **Summary**
- **Detail**

**Date Range**
- **From 22/11/2019 00:00 to 28/11/2019 23:59**
- **Last 1 Days (Including today)**
- **Last 1 Weeks**
- **Last 1 Months**

**View Statement**  **Cancel**

8. To automate your statements and have them emailed to you on a regular basis click on ‘Change Your Settings’ from the home page:

![Settings]

**Emailed Statements**

Specify whether you want to receive statements via email, and if so, how often.

**How often to send statements**
- **Don’t Send Statements Automatically**
- **Send Daily**
- **Send Weekly**
- **Send Monthly**

Select which statements you would like to receive
- Include Summary Statement
- Include Detail Statement

**Save**