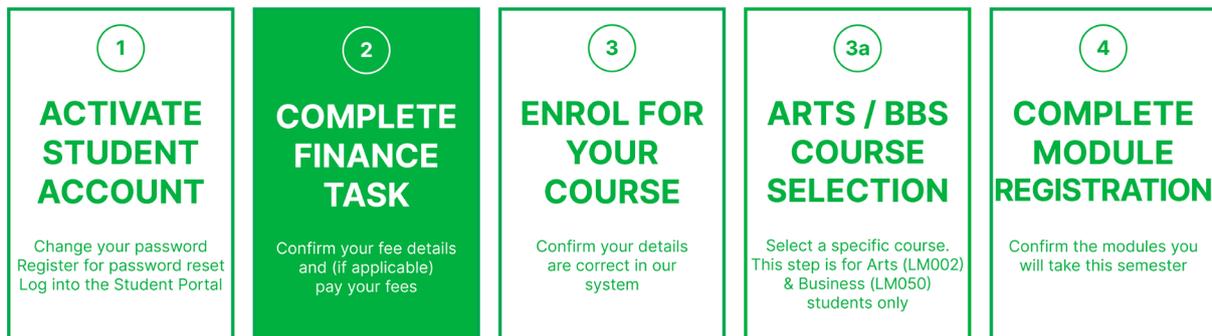




Step 2: Complete the Finance Task

Congratulations on accepting your place in UL. To get you set up and ready for the classroom, we need you to complete the following steps:

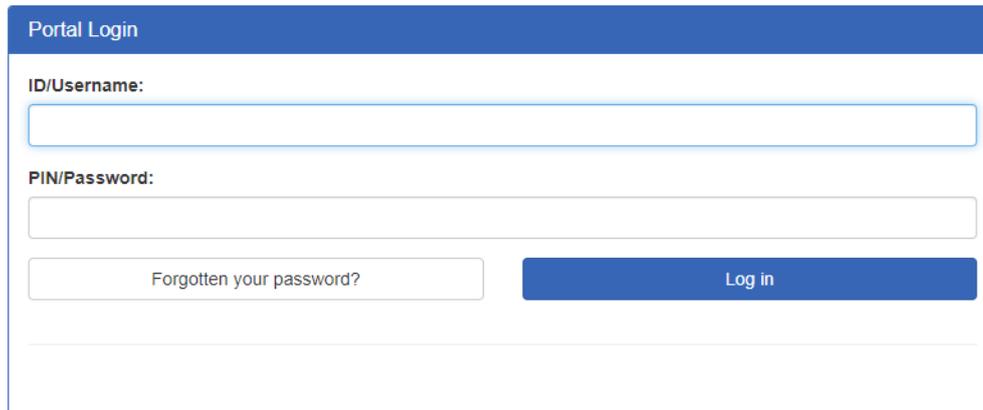


What you will need to complete these Steps:

- Your Student ID number and password
- Credit/debit card (if paying fees at this point)
- PPS number (Irish residents only)
- Eircode (Irish residents only)

Log into the Student Portal

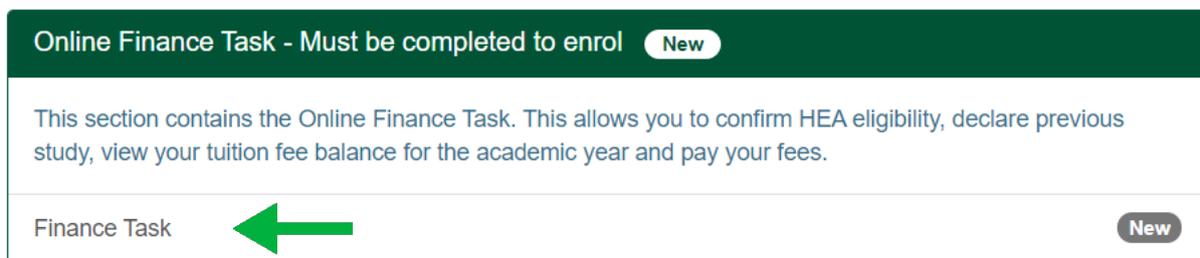
You will now need to [log into the Student Portal](#) to complete Steps 2, 3 and 4.



The screenshot shows a 'Portal Login' form with a blue header. It contains two input fields: 'ID/Username:' and 'PIN/Password:'. Below the 'PIN/Password:' field is a 'Forgotten your password?' link and a blue 'Log in' button.

- Your ID/Username is your Student ID number.
- Your PIN/Password is the password you created in Step 1: Activate Your Student Account.

This step involves confirming your fee details and provides the option to pay your fees. Even if you are not paying fees, this step needs to be completed.



The screenshot shows a dark green header with the text 'Online Finance Task - Must be completed to enrol' and a 'New' badge. Below the header is a white box with the text: 'This section contains the Online Finance Task. This allows you to confirm HEA eligibility, declare previous study, view your tuition fee balance for the academic year and pay your fees.' At the bottom of the box, there is a 'Finance Task' link with a green arrow pointing left and a 'New' badge.

1. In the Student Portal, click 'Finance Task' and follow the instructions.
2. When you have confirmed your fee details, you will be directed to the online payment screen (if applicable). You can choose 'Pay Now' (online card payment) or to 'Complete and Pay Later'.
 - If you choose to 'Pay Now' you must complete payment at this stage and will not be able to navigate back to the previous screen. If you choose to 'Complete and Pay Later' you can progress through the other main Steps and pay your fees at a later time.
3. Once you have completed the Finance Task, you will return to the Home Screen where you will now see Step 3: UL Enrolment 2020.

If you have difficulty with the Finance Task you can [contact the Fees Office](#) for help.