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 tasks:

What you will need to complete this task:

- Your Student ID number and password
- Credit/debit card (if paying fees at this point)
Log into the Student Portal

You will now need to log into the Student Portal to complete Tasks 2, 3 and 4.

- Your ID/Username is your Student ID number. Please use your Student ID number only and not your full email address.
- 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 task needs to be completed.

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 Tasks and pay your fees at a later time.
   - Please allow 24 hours for your financial statement to update following this task.
3. Once you have completed the Finance Task, you will return to the Home Screen where you will now see the next task: UL Enrolment.

If you have difficulty with the Finance Task you can contact the Fees Office for help.