

# The University of Montana Western



## FREQUENTLY ASKED QUESTIONS (BUSINESS SERVICES)

### HOW DO I LOGON TO MY DAWGS ACCOUNT?

Enter the web address my.umwestern.edu on the internet

Scroll down to Tools

Select Registration/Student Info

Select Login to Dawgs Enter User ID (Student ID Number)

Enter Pin Number (Birthday, for example February 12, 1980 would be 021280)

Click on Login Button

### HOW DO I ACCESS MY BILL ONLINE?

Logon to your DAWGS account (See [How do I logon to my DAWGS account?](#))

Select Student Accounts

Select Account Summary by Term

\*You are also able to make an epayment from this page. Scroll to the top of the page and select Make an Epayment.

### WHEN DO I HAVE TO PAY FOR MY CLASSES?

Payment in full is due on or before the first day of each semester.

### CAN I MAKE PAYMENTS?

Business Services offers a Deferred Payment Contract that will split your balance into three equal payments. You may pick up a contract at Business Services or print this [online form](#).

By entering into this contract you will be able to pay your bill in three equal payments:

- The first payment is due on or before the first day of the semester along with the \$30.00 deferred payment fee.
- The second payment is due September 27, 2011.
- The final payment is due October 27, 2011.

If payments are not received in the business office on or before any of these due dates, a late charge of \$15.00 will be put on your account.

**ALL MY FEES ARE BEING PAID BY FINANCIAL AID (or some other source, i.e. Vocational Rehabilitation, Job Service, Department of Military Affairs, etc) IS THERE ANYTHING I NEED TO DO ABOUT FEES?**

Yes, check in at Business Services. We need to know your arrangements. If you do not check in with Business Services, your registration may be cancelled. If your financial aid (or other source) has not paid your outstanding balance on or before the first day of the semester you must enter into a Deferred Payment Contract. For third party payment, please contact Tina Walter at 406-683-7101.

**HOW DO I MAKE A PAYMENT ONLINE?**

Logon to your DAWGS account (See [How do I logon to my DAWGS account?](#))

- Select Student Accounts
- Select Make a Payment on Your Account

**HOW DO I GET A BOOKSTORE AUTHORIZATION?**

Logon to your DAWGS account (See [How do I logon to my DAWGS account?](#))

Select Student Accounts

Select Bookstore Authorization

Select the term you want the bookstore authorization for

Select Submit

Electronic Bookstore authorizations are only available up to the first day of each semester. After that you must complete a paper form. This form is available at Business Services or your DAWGS account online under Registration/Authorization Form. It will then be automatically submitted to Business Services (it is the students responsibility to make sure the form was received). Bookstore authorizations are not available if your outstanding balance is zero.

**HOW DO I LOGON TO MY HOTDAWG E-MAIL ACCOUNT?**

Enter the web address my.umwestern.edu on the internet

Under UMW TOOLS select email

Type in your Username (example: John Smith would be j\_smith)

Type in your Password (Usually Your Student ID Number)

**HOW DO I WAIVE OR KEEP UMW HEALTH INSURANCE?**

You are required to complete the online Registration Finalization before you are able to register each semester. The online Registration Finalization consists of seven questions. The fifth question requires you to either accept the University's health insurance or waive the health insurance. If you have the health insurance charge on your bill you have elected to keep UMW's Health Insurance. UMW Health Insurance must be waived before September 13, 2011 for Falls 2011 semester.

**I selected Yes when I meant to select NO**

Logon to your DAWGS account (See [How do I logon to my DAWGS account?](#))

Click on Student Services

Click on Student Accounts

Select Registration/Finalization

In the drop down box next to "Please select Insurance Status:" select I have personal health insurance

Type your insurance provider and policy number in the box provided

Select send form

### **I selected NO when I meant to select Yes**

Logon to your DAWGS account (See [How do I logon to my DAWGS account?](#))

Click on Student Services

Click on Student Accounts

Select Registration/Finalization

In the drop down box next to "Please select Insurance Status:" click on I need UMW health insurance

Select send form

### **HOW DO I GET MY REFUND?**

If you have a refund it will be available for you to pickup at Business Services (a signature is required).

### **HOW DO I GET MY REFUND IF I AM NOT IN DILLON?**

You can request Business Services to mail your refund to you. Send an email from your [Hotdawg](#) account to [business\\_serv@umwestern.edu](mailto:business_serv@umwestern.edu). Please put in the email:

- a request for us to mail the refund
- the term that the refund is for
- your ID number
- the address where you want it mailed

### **HOW DO I PRINT MY 1098T FORM ONLINE?**

Logon to your [DAWGS](#) account

Select Student Records

Select Tax Information

Select View your 1098T Form

Enter in the Tax Year

Click on Submit

Click on File then Print