

### **UCD RESIDENCES**

# How to Pay Residential Fees

UCD ESTATES SERVICES



## Step 1: Log in to the UCD Residences Portal

#### **UCD Residences Portal**

#### Welcome to the UCD Residences portal. The door way to your home away from home!

The Residents portal is where you will manage all aspects of your residential experiences including accommodation applications, residence inductions, picking arrival times, logging service requests, cancellations and other aspects.

If you have any queries on this please contact UCD Residences via email at residences@ucd.ie or via phone on 00353-1-7167000.

#### Existing/Prospective Students Login

All existing and prospective students should login with their UCD connect Username and Password. Click <u>here</u> for details on your UCD connect account. If you are unable to login with your UCD connect details click <u>here</u> to check your password. For information on how we manage your personal data, see the following link: <u>Privacy Notice</u>.

#### **IMPORTANT - Temporary Notice Regarding Payments**

If you experience any issues making payment, please logout and login using a different web browser. If you still experience issues, please contact the Residence Finance team at residencefinance@ucd.ie. Please allow 5 working days for manual corrections to appear on accommodation accounts / credit cards prior to contacting Residences or Residence Finance.

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Login

## Step 2: Click on the "Statement/Payments" Tab

📢 UCD Residences Portal!

STUDENT ID	2023-24		
NAME	Your Application	<b>b</b>	STATUS:
Test	Your Offer	Ē	
EMAIL ADDRESS	Your Room	*	
logout ⊕	Statement/Payments	<b>.</b>	



Payments and charges

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## Step 3: Click on the current transactions you owe and press "Pay via Card". You can then enter your card details and make the payment.

#### Statement for 2023-24 as of: 15 November 2023 13:40

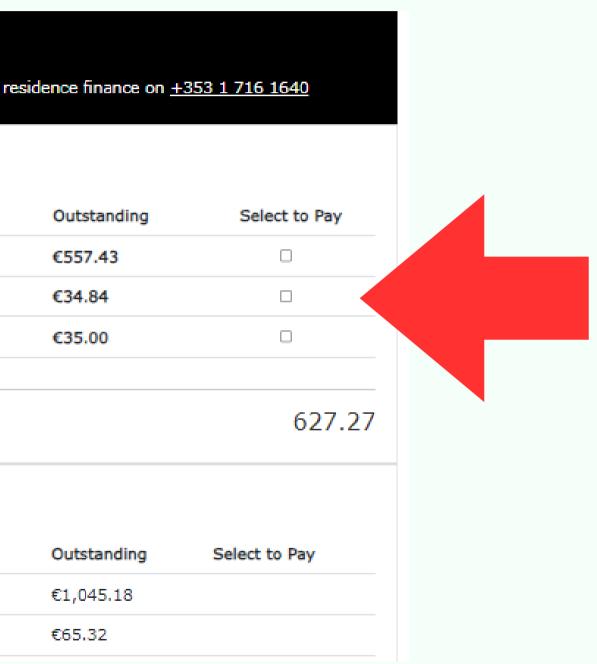
IMPORTANT: If you need to pay by alternative means please contact residencefinance@ucd.ie or please call residence finance on +353 1 716 1640

#### **Current Transactions**

Date due	Date from	Date to	Ref.	Туре	Total
15/11/2023	15/11/2023	01/12/2023	19268	Accommodation	€557.43
15/11/2023	15/11/2023	01/12/2023	19268	Utilities	€34.84
15/11/2023	15/11/2023	21/05/2024	19268	Insurance	€35.00

#### **Future Transactions**

Date due	Date from	Date to	Ref.	Туре	Total
01/12/2023	01/12/2023	01/01/2024	N/A	Accommodation	€1,045.18
01/12/2023	01/12/2023	01/01/2024	N/A	Utilities	€65.32



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