<<Date>>

<<Full Name>>

<<Address>>

Acct. Number: <<Acct. #>>

Dear <<Name>>,

We would like to express our sincere gratitude for your continued partnership with <<Merchant Name>>. We are writing to inform you that, effective <<TRANSFER DATE>>, your account will be managed by Universal Account Servicing, LLC (“UAS”). Universal Account Services (UAS), a third-party billing service provider for the UGA Finance Program, will take over the billing for your account beginning on this date.

**Here’s what this means for you:**

* Starting <<TRANSFER DATE>>, your account servicing will be handled by UAS instead of <<MERCHANT>>. This means that all payment transactions, including one-time and automatic payments, will need to be processed by UAS after this date.
* **Will my Current Payment Arrangement Transfer?**  **Yes**, we are securely transferring payment card or ACH information to UAS on your behalf.
* **Will my Current Payment Arrangement Transfer?** **No**, unfortunately, we are unable to transfer payment card or ACH information. You can get this set up by contacting UAS or make changes in the [online portal](https://uportal360.com/login). Please be sure to mail a payment to UAS or set up a new Payment Method and AutoPay arrangement prior to your next due date.
* **How do I manage my account or change payment arrangements?**  Access uPortal360 (see information below). uPortal360 is a full-service payment portal offered by UAS where you will have the ability to manage your contact information, contact preferences, payment arrangements, access billing statements and payment history

Please access by <<TRANSFER DATE>> to confirm your contact information and confirm payment arrangements.

* **Can I still make my payments to <<MERCHANT>>?**Payments due before <<TRANSFER DATE>> will still be made to <<MERCHANT>>. All payments on and after <<TRANSFER DATE>> will be made to UAS.

**Website:**[https://uportal360.com](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuportal360.com%2F&data=05%7C02%7Cnshores%40ugafinance.com%7C744aea5e0d084cb30db308dcd822dcc2%7Cd42a452b6ebb49c4b03c3ab702bd4227%7C0%7C0%7C638622891453988016%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=dKfGSF%2BSLOcso%2Fz0SpDNXiQj9CwZJWg9hVxbGMUaNM0%3D&reserved=0)

*Use the “Help Logging In” button to lookup your account by your phone number or email address*

**Phone:**(888) 233-2302

**Email:**[support@universalaccountservicing.com](mailto:support@universalaccountservicing.com)

**Address:**PO BOX 12027, Parkville, MO 64152 UNITED STATES

For any other questions, <<INSERT CONTACT INFO>>.