**How to Add/Edit Vouchers in Service Center**

1. Log into Service Center using your credentials
   1. <https://servicecenter.bncservices.com/sc/index.php>
   2. Username:
   3. For security purposes, I will send your password in a separate email.
2. From the “Quick Links” drop-down menu in the upper-right corner, select “Student Financial Aid/Voucher Order”
   1. Graphical user interface, text, application, chat or text message

      Description automatically generated
3. From here, you may add a new voucher (allocate SFA), view/edit existing vouchers, as well as place/view voucher orders.

**Allocate SFA**

1. Click “Allocate SFA” in the top left box.
   1. Text

      Description automatically generated
2. Click “Add Allocation to Batch”
   1. Graphical user interface, text

      Description automatically generated
3. Enter the student’s information in the appropriate field and click “Add Allocation to Batch”
   1. Graphical user interface, text, application

      Description automatically generated
   2. Please note: some field are marked out due to the sensitive information they contain. You will need to enter that information to proceed.
4. Click “Finalize Allocations”
   1. Graphical user interface, text, application

      Description automatically generated
   2. Please note: It may take up to an hour for these to be active.

**Edit SFA**

1. Click “View SFA Allocations” in the top right box.
   1. Graphical user interface, text, application, email

      Description automatically generated
2. To find the voucher you’d like to view/edit, search by student name, email, or student ID.
   1. Graphical user interface, application, Teams

      Description automatically generated with medium confidence
3. Click Edit
   1. Graphical user interface

      Description automatically generated
4. From here, you can change the available voucher amount or the expiration date.
   1. Graphical user interface, text, application

      Description automatically generated
5. Click “Add Allocation to Batch” & “Finalize Allocations”
   1. Please note: It may take up to an hour for these changes to reflect.