**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. 
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. 
2. Click “Add Allocation to Batch”
	1. 
3. Enter the student’s information in the appropriate field and click “Add Allocation to Batch”
	1. 
	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. 
	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. 
2. To find the voucher you’d like to view/edit, search by student name, email, or student ID.
	1. 
3. Click Edit
	1. 
4. From here, you can change the available voucher amount or the expiration date.
	1. 
5. Click “Add Allocation to Batch” & “Finalize Allocations”
	1. Please note: It may take up to an hour for these changes to reflect.