

New "N" Account Process

1. Determine if your club/organization is registered with UTC.
2. If not, follow this link to register a new organization.
 - <https://utc.campuslabs.com/engage/register>
 - Click the green "Register New Organization" button.
 - Read all the instructions carefully and submit the necessary documentation.
 - If you have problems with this process, please contact Hannah Turcotte at 423-425-2321 or Hannah-Torcotte@utc.edu
3. After your organization has been approved, save or print the confirmation documentation as it will be needed to submit to the chief business officer.
4. Fill out the N Account Request Letter (on accounting services website)
5. Send the confirmation documentation and request letter to Virginia Moore in Accounting Services.
 - Virginia-Moore@utc.edu