Electronic Credit Card Online Payments

Before making an online payment in eSIS, please ensure that your Web browser allows Pop-Up Blockers. Supported browsers are Internet Explorer, Firefox, and Google Chrome. If you need further assistance changing your browser settings, please contact DoTS at (715) 425-3687 or dots@uwrf.edu.

1. The student would Log into eSIS with their falcon number and password. Your Student Center will open as the main page after you log in.
   - Click the “Make a Payment” button under the Finances section in Student Center.

2. Once you check the Make a Payment box, you will be taken to the Make Payment page in CASHNet.
   - On this screen you will have to decide to either make a partial payment or pay in full. To pay in full click checkout as the full amount should appear in the box.
   - If making a partial payment enter the amount in the box, then click on checkout.
   - If you have multiple terms/boxes and want to make a partial payment, please enter the amount in the first box and erase the amounts in all other boxes then click on checkout. (The payment will go against the oldest charge on your account automatically.)
3. Select the payment method you would like to do. DOMESTIC CREDIT CARDS WILL INCUR A 2.75% FEE and INTERNATIONAL CREDIT CARDS A 4.25% FEE. PLEASE NOTE, THERE IS NO COST FOR ELECTRONIC CHECKS. IF YOU HAVE A DEBIT CARD, GET THE ROUTING NUMBER AND BANK ACCOUNT NUMBER ASSOCIATED WITH YOUR DEBIT CARD FROM YOUR BANK. USE THOSE NUMBERS TO MAKE AN ELECTRONIC CHECK PAYMENT.

Click Continue Checkout.

4. If a payment has been made on the account within 24 hours, a Warning notice will appear.
   - You will need to decide if you want to continue making this payment or not. (Note these payment(s) could
have been made by the student or Authorized Payer(s).

- Before you can continue, you must check the box that you agree to proceed with this payment transaction.
- Click Continue Checkout

5. You must enter all of the credit card information.
   - You have the option of saving your credit card information to use at a later time instead of entering in your credit card information each time.
   - Click Continue Checkout
6. You are notified of the amount of the convenience fee you will be charged for this transaction.

You have the option to Cancel My Transaction or continue on with your payment.

- Please do not click on Review Charges as this will erase any information you have entered. You will have to start the payment process over again.
- The fee will be assessed to your credit card and will not be charged to your tuition account.
- You must check the acknowledgement box before you can proceed with this payment.
- Click Continue Checkout
7. You will receive a Credit Card confirmation to review before you submit your payment. If all looks correct, click Submit Payment.
8. You will receive a Transaction Approved notice when the amount has been paid.
   • You now have the option to email this receipt to another person or view printable receipt.

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**Transaction Approved**

Receipt Number: 122  
Customer: FALCON, FREDDY  
ePayment  
Current Date: 01/13/2017  
Business Date: 11/02/2016

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016-2017</td>
<td>$50.00</td>
</tr>
<tr>
<td>Service Charge</td>
<td>$1.38</td>
</tr>
</tbody>
</table>

Total $51.38

**Payments Received**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SmartPay Payments</td>
<td>$50.00</td>
</tr>
<tr>
<td>Visa XXXXXXXXXXXXXXXX4242</td>
<td></td>
</tr>
<tr>
<td>Authorization # TE9T22</td>
<td></td>
</tr>
<tr>
<td>SmartPay Payments</td>
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<td>Visa XXXXXXXXXXXXXXXX4242</td>
<td></td>
</tr>
<tr>
<td>Authorization # TE9T22</td>
<td></td>
</tr>
</tbody>
</table>

Total $51.38

Thank you for the payment.

Your receipt has been emailed to Freddy.Falcon@myuwrf.edu

Email Another Receipt
View Printable Receipt
9. If you have additional questions, you can return to the Tuition eBill/ePayment home site, and click on the "help" button. See the help screen below for help options offered by CASHNet.

Secure website for The University of Wisconsin-River Falls

You will not be able to register for a future term until prior or current term tuition and fees are paid in full.

Review the "help" issues to see if your question can be answered.