Electronic Check 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. 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. DOMESTIC CREDIT CARDS WILL INCUR A 2.75% FEE and INTERNATIONAL CREDIT CARDS A 4.25% FEE.

- 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 will need to enter all the check or savings information.
   - You have the option to save your checking/savings information to use at a later time instead of entering in your banking information each time.
   - Click Continue Checkout
6. You will receive an acknowledgment page, you have the option to cancel this transaction
   Or you may 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.
   • You must check the acknowledgement box before you can proceed with this payment.
   • Click Continue Checkout.
7. You will receive an ACH 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**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016-2017</td>
<td>$501.46</td>
</tr>
</tbody>
</table>

**Payments Received**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH Payments</td>
<td>$501.46</td>
</tr>
</tbody>
</table>

Thank you for the payment.

Your receipt has been emailed to **freddy.falcon@uwrf.edu**

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Secure website for The University of Wisconsin-River Falls
(www.uwrf.edu)
9. If you have additional questions, you can return to the Tuition eBill/ePayment home site, and click on “help” button. See the help screen below for help options offered by CASHNet.

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