A. PURPOSE: Guide to completing the Fee Payment Agreement in eSIS

B. USERS: Billing staff, advisors and DoTS staff

C. PROCEDURES:

UW-River Falls requires all students to review and accept the Fee Payment Agreement for each term that the student will be registering for classes. Once the agreement has been accepted, the associated registration hold will be immediately released from the student’s eSIS account.

eSIS Student Center
The student should log in to their eSIS account. On the upper right side of their Student Center page will be the Holds and To Do List boxes.

Click on the link in the To Do List for the term that the student will be registering for classes. This will begin the process of accepting the Fee Payment Agreement:
Clicking **Mark as Read** will display the same message, but the screen will now display the **Next** button. Click **Next** to advance to the next step:

Review the agreement, click the **Accept** box then **Save** and **Next**:

Final step is to click **Finish**. After clicking, you will land back the Student Center page.
The hold will be immediately released and the To Do item is removed from the To Do box.

If at any point the student exits but has not clicked the Finish button, the agreement has not been completed and the hold will not be released:

The student will get a message:

The student should click Cancel and then click the Finish button.

If the student exited the process and later wants to return to the agreement, the student needs to click on the Fee Payment Agreement link in the To Do List on their Student Center page. The agreement will open, and they will be able to finish the process.

If there are any questions, please contact the Student Billing office at X3145.