Making Credit Card Payments Online

Before making an online payment in eSIS, please ensure that your Web browser has Pop-Up windows enabled (or disable Pop-Up Blockers). Supported browsers are 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. Log in to eSIS with your w number and password. Your Student Center will open as the main page.
   - Click the “Make a Payment” button under the Finances section in Student Center.

2. Next, you will be taken to the “Overview” page in CASHNet.
   - A Notification box will pop-up reminding you to allow pop-up windows, and that there is a 2.75% fee for all domestic credit card transactions and 4.25% fee for all international credit card transactions and no transaction fee for electronic check or ACH payments.
   - Close the Notification box before proceeding.
3. Click on “Make a Payment.”

4. You will be taken to the “Make Payment” page.
   - On this screen you will have to decide to either make a partial payment or pay in full. To pay in full, click “Continue” as the full amount will appear in the box.
• If making a partial payment, type the amount you want to pay in the box, then click on “Continue”

5. 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 you or Authorized Payer(s).)
   • Before you can continue, you must check the box that you agree to proceed with this payment transaction and click “Continue”.

A Warning notice will appear with the details of the payment(s) made within the last 24 hours. You will need to agree to proceed with the payment and click “Continue” to complete the transaction.
6. To pay with a credit or debit card, select the payment method “New credit or debit card” and click “Continue”.

Note: Domestic credit and debit cards will incur a 2.75% fee and international credit cards will incur a 4.25% fee. There is no fee associated with the New Bank account option (also known as electronic check or ACH). If you have a debit card, we suggest you instead obtain your bank routing number and account number. Then you can pay via the New Bank Account option with no fee assessed.

7. Enter your card information.
   - You have the option of saving your card information to use later instead of entering in your card information each time. Then click “Continue”.

8. Confirm the terms and conditions and service charge by checking the box and clicking “continue”.

9. You will receive a confirmation page that you will need to enter an email address you would like the receipt to be sent to and verify your card information is correct before you select “Pay”.
10. You will receive a “Thank you for your payment” notice after the payment has been submitted as well as an email of your payment receipt number with the amount paid to the email address entered.

- If you would like to review your account, click “Go to Overview”

11. You will be able to see recent transactions and any balance remaining (if applicable).
12. Once you make the payment and get the confirmation, you will select the “Sign Out” on the left-hand side. A pop up asking “Are you sure you want to sign out? Will appear and you can click “Sign out”