Making a Payment if eSIS Access Has Been Granted

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. At the eSIS Login page, the person who was granted access would click on the “Guest Login” button.

2. Enter the guest’s Username and Password. Capitalize the “W” and “S” letters in the username. Then Click “Sign In”. If you have trouble with your password, the student who granted access can view and change the password for the account by logging into eSIS.
3. Once logged in, the following eSIS screen is displayed. Click on “Self Service”.

4. Next click on “Make a Payment”.

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**Menu**

| Search: | Self Service |

**Self Service**

Navigate to your self service information and activities.

**Campus Finances**

View your account, make an electronic payment, view and accept your financial aid awards.

- Account Inquiry
- Make a Payment
- Accept/Decline Awards
- View Financial Aid
- Student Statement of Account
5. 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 card transactions and 4.25% fee for all international credit card transactions and no transaction fee for electronic check or ACH.
   - Close the Notifications box before proceeding.

6. Click on “Make a Payment.”
7. You will be taken to the “Make a 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.”
8. 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, the student, or other Authorized Payer(s).)
   - Before you can continue, you will need to check the box that you agree to proceed with this payment transaction and click “Continue”.

9. To pay with an electronic check, select the payment method of “New Bank Account” 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.
10. Enter all your banking information and click “Continue”.
   • You have the option of saving your banking information to use later instead of entering it each time.

11. Confirm the terms and conditions by checking the box and clicking “Continue”.
12. You will receive a confirmation page. Please enter an email address the receipt should be sent to and verify your banking information is correct. Then select “Pay”.

13. You will be asked to complete a security exercise like the one below.
14. 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”.

15. You will be able to see recent transactions made and any balance remaining (if applicable).
16. 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”.

17. Below is an example of the email receipt that you will receive.

Thank you for your payment

accounts-receivable <accounts-receivable@uwrf.edu>

Receipt Number: 0000000
Customer: nation, melody
ePayment
Date: 03/06/2021

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1216</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

Total $3.00

Payments received

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH Payments</td>
<td>$3.00</td>
</tr>
<tr>
<td>Checking Account 100000057</td>
<td></td>
</tr>
<tr>
<td>Routing # 093202877 FIRST NATIONAL BANK, RIVER FALLS, WI</td>
<td></td>
</tr>
</tbody>
</table>

Total $3.00

Thank you for the payment.