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. Then click Sign In. If you have trouble with your password, the student who granted access can view and change the access levels and password for the account at any time.
3. Once logged in, the following eSIS screen is displayed. Click on **Self Service**.

4. Next click on **Make a Payment**.

5. Pay either the entire balance due (that is displayed in the **Pay Amount** field) or enter a different amount that you wish to pay. If there are multiple terms due, zero out the other terms. Payments will be applied to the oldest balance due. Once finished, click **Checkout**.
6. Select your payment method. Electronic check is free! The credit card (or debit card) method will charge a 2.75% fee (4.25% for international cards). Click Continue Checkout.

7. Enter your checking information or credit/debit information, depending on the method selected. Click Continue Checkout. If paying with a credit/debit card, you will be notified of the associated convenience fee and will have the option to Cancel My Transaction.

8. Review the acknowledgement page and check the box. You have the option to Cancel My Transaction or Continue Checkout. If you click on the Review Charges option, all the information you entered will be erased and you will have to start the payment process over again.

9. If the confirmation page information looks correct, click Submit Payment.
10. You will receive a **Transaction Approved** notice when the payment has processed and a corresponding email with receipt information. You can email the receipt to another person or view a printable receipt.