Make an Electronic Payment in eSIS QuikPAY®

eSIS QuikPAY® accepts electronic check payments from checking or savings accounts with no fee. The funds must be drawn from a banking institution in the U.S.A.

MasterCard and Discover are also accepted but there is a 2.75% convenience fee for credit card and pinless debit card payments.

1. Students sign on to eSIS. (Authorized Payers go to Step 3.)

2. Click on the Make Online Payment Here button to get to QuikPAY. You must turn off pop-up blockers to access this site.
1. Authorized Payers go to: https://quikpayasp.com/uwrf/tuitionandfees/authorized.do
   a. Login with the Name provided to you by your student.
   b. Enter the Password provided to you by your student.

2. Click on Make Payment. Authorized Payers please note that the example shown below is the student view. The Authorized Payer menu and message board vary from the student view.

3. Click on Make Payment. Authorized Payers please note that the example shown below is the student view. The Authorized Payer menu and message board vary from the student view.

4. Enter information on the Payment Amount Screen:
a. Amount. Note: You can NOT make a payment if your current balance is less than or equal to zero.

b. Payment method. Enter new account information or use a stored payment profile. If a stored profile is used, go to Step 7, Confirm Payment.

c. Click on Continue.

5. 

**Enter Payment Amount**

Please enter in the amount you want to pay and click "Continue" button.

Payments are **not** accepted if your current account balance is 0.00 or less. Advance payments and study tour deposits must be sent to the Cashier’s Office, 217 North Hall, 410 S Third Street, River Falls, WI 54022-5001.

<table>
<thead>
<tr>
<th>Account:</th>
<th>Tuition and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date:</td>
<td>11/17/2007</td>
</tr>
<tr>
<td>Current Balance:</td>
<td>$2,643.00</td>
</tr>
<tr>
<td>Payment Amount:</td>
<td>[A]</td>
</tr>
<tr>
<td>Payment Method:</td>
<td>Select one... [B]</td>
</tr>
</tbody>
</table>

[Continue] [C]

6. Provide Payment Information. (If a stored profile was not used.) Details needed for echeck transactions are:

a. Holder’s Name. The name entered needs to match the bank records for the account that the payment is being made from.

b. Account Type. From the dropdown select either:
   i. Checking
   ii. Savings

c. Routing Number. This is the 9-digit number that identifies the bank. Click on the ? next to this field for an example. Note: only transactions from U.S. banks are accepted.

d. Account Number. Please double check the number entered on this screen. Account number is masked on all subsequent screens for security purposes.

e. Daytime Phone. Enter in xxx xxx-xxxx format.

f. Profile Name is optional. If you select this option you will be able to use the same bank information on future transactions. Note: special characters such as apostrophes (’) are not allowed in the profile name.

7.
Provide eCheck Information

Please enter your bank information in the following fields. Verify all information entered before clicking on the "Continue" button. Your account number will be masked on all subsequent screens for security purposes.

NOTE: All fields are required except Profile Information is optional. Special characters such as apostrophes (‘’) are not allowed in the Profile Name. Please be aware that not all payments from brokerage accounts can be made online. Please check with your brokerage account representative.

For help, please click on the question mark next to a field.

### Current Payment

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>Payment Amount</th>
<th>$43.00</th>
</tr>
</thead>
</table>

### Account Information

- **Holder’s Name:** [ ]
- **Account Type:** [ ]
- **Routing Number:** [ ]
- **Account Number:** [ ]

### Contact Information

- **Daytime Phone:** [ ] e.g. (555) 555-1234x123 OR +31 42 123 4567

Enter a profile name and click the checkbox to save your account information for future use.

### Profile Information

- **Profile Name:** [ ]
- **Save Profile:** [ ]

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8. Confirm Payment by clicking the Confirm button.
Is this eCheck information correct?

Please confirm that your eCheck information is entered correctly.

- To submit a payment, please click “Confirm” button.
- To make changes, please click “Edit” button.
- To cancel a payment, please click “Cancel” button.

<table>
<thead>
<tr>
<th>Current Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition and Fees</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Holder’s Name:</strong> Freddie Falcon</td>
</tr>
<tr>
<td><strong>Account Type:</strong> CHECKING</td>
</tr>
<tr>
<td><strong>Routing Number:</strong> 071000013</td>
</tr>
<tr>
<td><strong>Account Number:</strong> ****</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daytime Phone:</strong> (715)425-3145</td>
</tr>
</tbody>
</table>

I hereby authorize the University, or its Agent, to initiate a debit entry to the account indicated above at the depository financial institution named above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.

NOTE: Once you submit the above payment, it will be processed in the next daily deposit. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.

**Non-Sufficient Funds Statement:** Should any check be returned from the bank due to insufficient funds, the face value of the check and a $20.00 NSF fee will be charged to the student’s account.

9. 8. Print receipt if needed:

a. Click on the Print Icon
b. Click on the Printer Icon

10.
The payment has been submitted by Freddie Falcon. Thank you.

Confirmation Number: 3334
Payment Date: Nov 14, 2007 at 8:52 AM, CST
Effective Date: Nov 14, 2007
Primary User Id: 1000000
Primary User Name: Freddie Falcon
Account: Tuition and Fees
Payment Amount: $43.00
Holder's Name: Freddie Falcon
Payment Method: CHECKING ****

Contact Info: (715)425-3145 (daytime phone)

The payment has been successfully submitted into the student account management system.