Viewing Bills and Account Activity in eSIS QuikPAY®

1. Students sign on to eSIS. (Authorized Payers go to Step 3.)
2. Click on the Account Inquiry link of your Student Center.
3. Click on the QuikPAY View & Pay Bill button on the Account Inquiry page. You must turn off pop-up blockers to view this page.
4. Authorized Payers go to: https://quickpayasp.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.
Click on **Current Statement** from the menu bar to see your current bill (explained below).

**a. Total Amount Due or Total Balance Due.** This is the amount due by the due date to avoid finance charges. There is an optional partial payment plan available for undergraduates for fall and spring terms. For more information, go to: www.uwrf.edu/accounts-receive/2partial_payment_plan.htm

**b. Due Date.** Pay the billed amount by this date to avoid finance charges.

**c. Previous Billed Balance.** The details for this amount appeared on a previous bill. Payment was not received by the the date of the current bill

**d. Total Pending Aid.** Financial aid is in a pending status until it is applied to student accounts. Aid is typically applied the first day of the second week of fall and spring terms. You may deduct the pending aid from the Total Balance Due **IF** you have completed all steps in the Financial Aid process. Finance charges will be assessed if

If you need additional loans, begin processing now. Information on Self, PLUS, and Alternative loans is available [here](#).

**Direct Deposit is now required for refunds.** Sign up for direct deposit through QuikPAY if you are expecting a refund.
financial aid is not applied on time.

a. Review your Account Status after the first day of the second week of fall and spring terms to ensure that your aid is applied. If it hasn’t applied,

i. Check your credit load for the term. Less than 12 credits will delay your aid unless you notified Financial Aid that you would be part time for the term.
ii. Check your To Do list in your eSIS student center and complete those items if necessary.
iii. Contact the Financial Assistance Office at 715/425-3141.

e. Messages. UWRF may include additional information regarding bills in this area. Please read them before calling Accounts Receivable.

f. PDF. Click on the PDF icon to get a printable bill. You do not need to enclose the remittance stub if you chose to pay by paper check. Please write the Falcon ID number on the check. Electronic payments are the preferred payment method at UWRF.
Click on **Account Status** from the menu bar to see your account status (explained below).
Account Status Page shows:

a. Current Balance. This amount includes your previous billing statement total plus or minus your current account activity. In general, Current Balance = Current Statement Amount Due + Total Charges – Total Payments/Credits. However, either total with “CR” preceding it should be subtracted from Current Statement Amount Due. Totals without the “CR” should be added.

b. Current Statement Amount Due. This is the amount that was due when the last billing statement was issued and is the amount that is used to calculate finance charges if payment is not received by the due date.

c. Total Charges is shown in bold. If there is a “CR” preceding this amount, it means that charges were reversed since the last bill.

d. Total Payments/Credits is shown in bold and usually preceded by “CR”. Payments have been reversed since the last billing statement.

Spring tuition was due on January 11, 2011. If you are using the partial payment plan, it is due on February 11, 2011. Spring financial aid is scheduled to begin disbursing on March 29. Financial aid must be applied to your account and payment in full must be received by the due date to avoid finance charges. A finance charge of 1% per month is assessed on outstanding balances.

If your financial aid loan does not disburse on the scheduled date, go to the UWR Financial Aid website to ensure you have completed all steps in the loan process. You may need to sign the promissory note and complete entrance counseling. Allow 10 business days from the time you completed the financial aid application to receive your loan to disburse. Contact Student Billing & Financial Aid at billing.finaid@uwrf.edudisburse after 10 business days.

If you need additional loans, begin processing now. Information on Self, PLUS, and Direct loans is available here.

Direct Deposit is now required for refunds. Sign up for direct deposit through QuikPAY if you are expecting a refund.
if “CR” is not shown.

Account Status
Below is the account activity that has occurred since your last billing statement. Your Current Balance includes your Current Statement Amount Due plus or minus the Current Activities shown below.

To reconcile the Current Balance to the Current Statement Amount Due:
1. Subtract total lines from Current Statement Amount Due if “CR” precedes the amount.
2. Add total line amounts to the Current Statement Amount Due if there is no “CR.”

Account: Tuition and Fees

This information is accurate up to Thu, Nov 15, 2007 at 9:06:16 AM, CST

Current Balance: $4,270.80
Current Statement Amount Due: 53,164.97

<table>
<thead>
<tr>
<th>Current Activities</th>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 07-08</td>
<td>11/15/2007</td>
<td>University Tuition</td>
<td>$238.80</td>
</tr>
<tr>
<td>Fall 07-08</td>
<td>11/15/2007</td>
<td>Housing - Double Room</td>
<td>$1,487.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Charges</td>
<td>$1,690.80</td>
</tr>
<tr>
<td>11/12/2007</td>
<td></td>
<td>eCheck Pynt</td>
<td>CR $90.00</td>
</tr>
<tr>
<td>11/14/2007</td>
<td></td>
<td>eCheck Pynt</td>
<td>CR $43.00</td>
</tr>
<tr>
<td>11/14/2007</td>
<td></td>
<td>eCheck Pynt</td>
<td>CR $20.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Credits/Payments</td>
<td>CR $150.00</td>
</tr>
</tbody>
</table>

Click on Statement History from the menu bar to see your statement history.
Welcome to the eSIS QuikPAY® system. Please choose from the list of options on the left. eSIS QuikPAY® offers context-sensitive help. Simply click on the question mark to open context-sensitive help.

Spring tuition was due on January 11, 2011. If you are using the partial payment plan, your final payment is due on February 11, 2011. Spring financial aid is scheduled to begin disbursement on April 1, 2011. Financial aid must be applied to your account and payment in full must be received before the due date to avoid finance charges. A finance charge of 1% per month is assessed on outstanding balances.

If your financial aid loan does not disburse on the scheduled date go to the Message Board to ensure you have completed all steps in the loan process. You may need to complete entrance counseling. Allow 10 business days from the time you complete the last step of the loan process before your loan disburse. Contact Student Billing & Financial Aid at billing.finaid@uwrf.edu if you need further assistance.

If you need additional loans, begin processing now. Information on Self, PLUS, and Grad PLUS loans is available here.

Direct Deposit is now required for refunds. Sign up for direct deposit through the Message Board. If you are expecting a refund.

Transaction History:

1. Click on Transaction History to see the online payments made using eSIS QuikPAY®.
2. Students will see all payments. Authorized Payers will only see payments that they have made.

   a. Click on the Detail icon for more information about a specific transaction.

   b. The red x in front of a transaction indicates it was not successful.
Transaction Details

ERROR: Invalid amount

<table>
<thead>
<tr>
<th>Payment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment made by Freddie Falcon</td>
<td></td>
</tr>
<tr>
<td>Confirmation Number: 3381</td>
<td></td>
</tr>
<tr>
<td>Payment Date: Nov 15, 2007 at 9:52 AM, CST</td>
<td></td>
</tr>
<tr>
<td>Effective Date: Nov 15, 2007</td>
<td></td>
</tr>
<tr>
<td>Primary User Id: 100000</td>
<td></td>
</tr>
<tr>
<td>Primary User Name: Freddie Falcon</td>
<td></td>
</tr>
<tr>
<td>Account: Tuition and Fees</td>
<td></td>
</tr>
<tr>
<td>Payment Amount: $0.11</td>
<td></td>
</tr>
<tr>
<td>Cardholder's Name: Freddie Falcon</td>
<td></td>
</tr>
<tr>
<td>Payment Method: MASTERCARD **********5454</td>
<td></td>
</tr>
<tr>
<td>Contact Info: (715)425-3145 (daytime phone)</td>
<td></td>
</tr>
</tbody>
</table>