A. PURPOSE: Guide to completing the Fee Payment Agreement in eSIS

B. USERS: Students

C. PROCEDURES:

UW-River Falls requires all students to review and accept the Fee Payment Agreement for each term that you will be registering for classes. Once the agreement has been accepted, the associated registration hold will be immediately released from your eSIS account.

**eSIS Student Center**

Log in to eSIS with your W#. You will land on your **Student Center** page. If using the menu, the path is **Main Menu > Self Service > Student Center**.

On the right side of the screen will be a **Holds** and **To Do List** box.

Click on the link in the **To Do List** for the term that you will be registering for classes. This will begin the process of accepting the Fee Payment Agreement:
Clicking **Mark as Read** will display the same message, but the screen will now display the **Next** button. Click **Next** to advance to the next step:

**Introduction**

The University of Wisconsin-River Falls requires all students to review and accept a Fee Payment Agreement for each term that you will be registering for classes. Once the agreement has been completed, the associated registration hold will immediately be removed from your account.

Please click the **Mark as Read** button at the top right, in order to display the **Next** button, which you can use to advance to the next step.

Review the agreement, click the **Accept** box then **Save** and **Next**:

**Final step is to click **Finish**. After clicking, you will land back on your Student Center page.**
The hold will be immediately released and the To Do item is removed from the To Do box.

If at any point you exit but have not clicked the Finish button, you have not completed the agreement and your hold will not be released:

You will get a message:

You should click Cancel and then click the Finish button.

If you exited the process and later you want return to the agreement, you need to click on the Fee Payment Agreement link in the To Do List on your Student Center page. The agreement will open and you will be able to finish the process.

If there are any questions, please contact the Student Billing office at X3145.