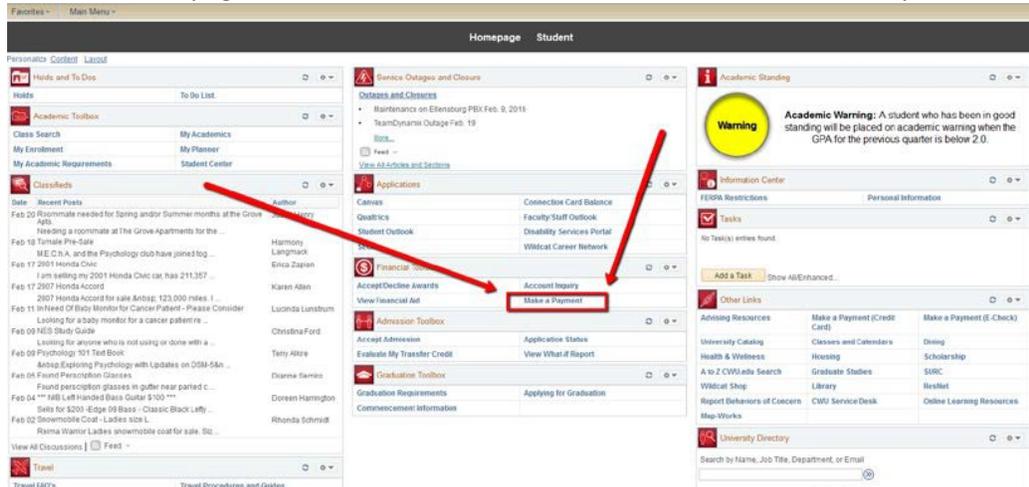


# How to make a payment to CWU

1. From your MyCWU account:
  - a. From the homepage, in the Financial Aid Toolbox section, select 'Make A Payment'



b. Select 'Make a Payment'

The screenshot shows the 'My Account' page with the 'Payments' tab selected. The navigation bar includes 'My Account', 'Payments', 'Account Activity', 'Personal Profile', 'Payment Methods', 'Agreements', and 'Authorized Users'. On the left, there are sections for 'Account Alerts' (No alerts at this time) and 'Announcements' (Welcome!! To the new this is how we do things payment system!). The main content area is titled 'My Account' and contains a 'Current Account Status' box with the following data:

Current Account Status	
Student Account	
Balance:	\$124.23
Estimated Financial Aid:	\$33.33
Balance Including Estimated Aid:	\$90.90

Below the status box are two buttons: 'Make a Payment' (highlighted with a red box) and 'View Account Activity'. A 'Term Balances' section shows a balance of \$40.90 for Fall 2015.

Note: If your account has been placed at collections, you will have a hold placed on your account, and you will not be able to make a payment (see picture below). Please make your payment with the collection agency that is servicing your account.

The screenshot shows the 'My Account' page with the 'Payments' tab selected. The navigation bar includes 'My Account', 'Payments', 'Account Activity', 'Personal Profile', and 'Authorized Users'. On the left, there are sections for 'Account Alerts' (There is a hold on your account which prevents you from making a payment at this time. Please contact the business office for assistance.) and 'Announcements' (Please check back - no announcements at this time.). The main content area is titled 'My Account' and contains a 'Current Account Status' box with the following data:

Current Account Status	
Student Account	
Balance:	\$2,541.00

Below the status box is a 'View Account Activity' button.

c. Select 'Make a Payment'

My Account	Payments
Account Payment	Payment History

### Account Payment

**Current Account Status**

Student Account

**Balance:** \$124.23

**Estimated Financial Aid:** \$33.33

**Balance Including Estimated Aid:** \$90.90

Make a Payment
View Account Activity

**Payment Plan Installments**

You have no payment plan installments at this time.

**Pending Payments**

No payments have been set up.

d. Select how you'd like to pay (current account balance, amount due, future due or by term). Select 'continue'.

My Account	Payments
Account Payment	Payment History

### Account Payment

Amount	Payment Method	Confirmation	Payment Receipt
<b>Select Payment</b>			
<input type="radio"/> Current account balance:		\$90.90	\$ <input type="text" value="90.90"/>
<input type="radio"/> Amount due:		\$90.90	\$ <input type="text" value="90.90"/>
<input type="radio"/> Future due:		\$0.00	\$ <input type="text"/>
Your "future due" amount may not reflect your payment for charges with due dates in the future.			
<input type="radio"/> Pay by term:			
<input type="checkbox"/> Fall 2015		\$40.90	\$ <input type="text" value="40.90"/>
Payment date:	<input type="text" value="4/22/16"/>		
Memo:	<input type="text"/>		
<span style="background-color: #4CAF50; color: white; padding: 5px 15px;">Continue</span>			

e. Select Payment Method

The screenshot displays a web interface for making an account payment. At the top, there are navigation tabs: 'My Account' and 'Payments'. Below these, there are sub-tabs: 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and contains a horizontal menu with five items: 'Amount', 'Payment Method', 'Additional Items', 'Confirmation', and 'Payment Receipt'. The 'Payment Method' item is currently selected and highlighted in green. Below the menu, there is a section titled 'Select Payment Method'. Inside this section, a grey box contains the following information: 'Payment amount: \$90.90', 'Payment Method: Select Payment Method' (with a dropdown arrow), and three buttons: 'Select', 'Back', and 'Cancel'. Below this box, there is a disclaimer: '\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.' At the bottom of the section, there is a note about 'Electronic Check': 'Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.'

Note: If you want to pay by e-check, you will first need to save your payment method. After saving your payment method, your account will be validated before you can make your first payment. Account validation takes approximately three days. Once your account information has been validated, you will be able to make your payments instantly. [Please see this link for a guide on how to set up your e-check account.](#)

f. Enter account information

The screenshot shows a web interface for making a payment. At the top, there are navigation tabs: 'My Account', 'Payments', 'Account Payment', and 'Payment History'. The 'Account Payment' tab is active. Below this is a header 'Account Payment' and a sub-header with tabs: 'Amount', 'Payment Method', 'Additional Items', 'Confirmation', and 'Payment Receipt'. The 'Payment Method' tab is selected.

**Select Payment Method**

Payment amount: \$90.90

Payment Method: Electronic Check (checking/savir ▼)

**Select**

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

**Account Information**

\*Indicates required fields

**Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.**

\*Account type: Select account type ▼

\*Routing number: (View example)

\*Bank Account number:

\*Confirm account number:

**Billing Information**

\*Name on account:

Check here for an international address

\*Billing address:

Billing address line two:

\*City:

\*State/Province: Select State/Province ▼

\*Postal Code:

**Option to Save**

Save this payment method for future use

Save payment method as: (e.g. Primary Checking)

**Continue** **Back** **Cancel**

g. Confirm payment. Agree to the terms and conditions by selecting the checkbox, the select 'Submit Payment'.

**Account Payment**

Amount	Payment Method	Additional Items	Confirmation	Payment Receipt
--------	----------------	------------------	--------------	-----------------

**Submit Payment**  
 Please review the transaction details, agree to the terms and conditions, then submit your payment.

Payment date:	4/22/16
Payment amount:	\$90.90
Account type:	Checking
Routing number:	101000019
Account number:	xxxxxxxxxxxx1010
Name on Account:	Wellington Wildcat
Billing address:	400 E University Way
City:	Ellensburg
State/Province:	WA
Postal Code:	98296
E-mail:	landerson@cwu.edu

**Terms and Conditions**  
 I hereby authorize **Central Washington University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$30.00 return fee will be added to my student account.

Name: **Wellington Wildcat**

Address:  
 400 E University Way  
 Ellensburg WA 98296

Depository:  
 COMMERCE BANK  
 ACH DEPT.  
 KANSAS CITY, MO 641416248  
 Routing Number: 101000019

Account Number: xxxxxxxxxxxx1010

Debit Amount: \$90.90

This agreement is dated Friday, April 22, 2016.  
 For fraud detection purposes, your internet address has been logged: 72.233.210.95 at 4/22/16 10:39:53 AM PDT

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

To revoke this authorization agreement you must contact: [sfs@cwu.edu](mailto:sfs@cwu.edu)

I agree to the above terms and conditions.      [\(Print Agreement\)](#)