Real-Time Payment System Instructions

CWU’s Real-Time Payment System is here! Now you can:

✓ Choose which specific charges to pay.
✓ Process a real time transaction.
✓ View your updated account balance once the payment is confirmed.
✓ Automatically have financial holds released within 15 minutes after the payment is confirmed.

Just follow the simple instructions below:

Login into your SAFARI account and select the “make a payment link” below your account summary, within the Finances section of your Student Center page.

The system takes you to the Make a Payment page in which you have the option to 1) pay specific charges or 2) select all outstanding charges. You can also specify the exact amounts you want to pay for each and calculate the grand total of the payment. If you make a mistake, the “zero out amounts” option will reset your entries and you can start again.
For example, if you choose to pay the Health Center charge of $5 for spring, 1) input amount, 2) calculate grand total, and 3) select NEXT.

Here you will select the payment method. Allowed methods are: Credit Card or Electronic check.

Select the Credit Card option if you want to pay with a credit OR a debit card. Accepted cards are Visa, Master Card, and Discover.

The Electronic check option is selected for payments with checking or savings accounts.

Click “NEXT”
Once on this page, when you select “CONTINUE TO MAKE PAYMENT”, the system redirects you to our secure third party payment provider.

After you have accepted the Terms and Conditions, you must enter your First and Last Name and the payment method details. You will also be asked for an email address which will be used to send the payment receipt.

Once the payment is validated, the system redirects you back to SAFARI to conclude the posting of the transaction, as seen on the next screen.
Here you must click “SUBMIT” to actually post the transaction to your account.

This screen confirms your payment was posted.

At this point, you can conclude your session, make another payment, or “VIEW CONFIRMED PAYMENT”
Under the Account Inquiry – Payments tab, you can see the REF # for the payment you have just made.

The Student Accounts Office can also see the payment was posted/applied to your account successfully reducing your balance.