



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

B. USERS: Students

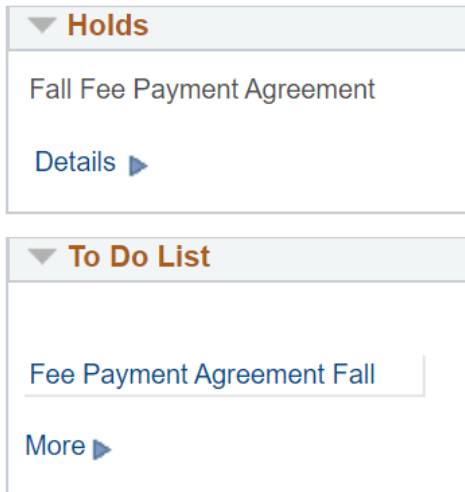
C. PROCEDURES:

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.

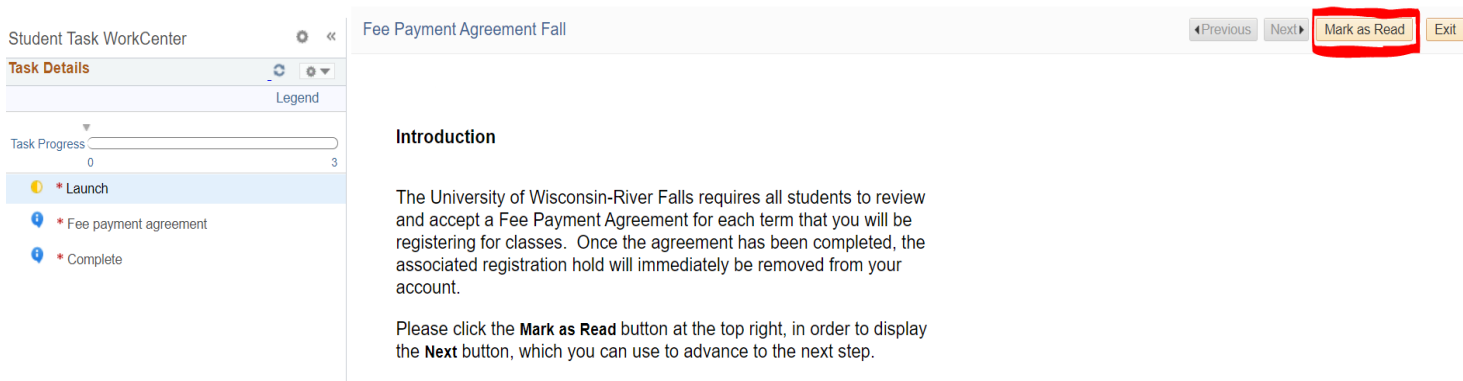
[eSIS Student Center](#)

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:

Student Task WorkCenter Fee Payment Agreement Fall

Task Details Legend

Task Progress 0 1 3

- Launch
- Fee payment agreement
- Complete

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.

◀Previous **Next▶** Mark as Read Exit

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

Student Task WorkCenter Fee Payment Agreement JTerm

Task Details Legend

Task Progress 0 2 3

- Launch
- Fee payment agreement
- Complete

Nicole Welke

University of Wisconsin-River Falls Educational Services Fee Payment Agreement

Indicate your acceptance by selecting the **Accept** box. Then click **Save** and **Next**.

By selecting **Accept** below, I am entering into this Agreement, which will become effective on the date indicated when I select **Accept**.

BACKGROUND

I would like to enroll in and attend classes at the University of Wisconsin-River Falls.

At its discretion, UW-River Falls would like to provide certain educational services to me, including, but not limited to classes and coursework, housing, and meal plans.

In order to attend classes at UW-River Falls and remain registered for classes, UW-River Falls requires that I pay in full the amount of any fees, tuition, housing and meal plan costs, and other miscellaneous charges incurred in connection with my attendance at UW-River Falls, on the dates indicated by UW-River Falls for each semester (each such due date, a **Fee Due Date**).

UW-River Falls will provide me with access to an online electronic Student Information System "eSIS" account. Through my "eSIS" account, among other things, I will be able to register for classes, access my grades and class schedule, view billing information and billing statements including amounts owed by me to UW-River Falls and the Fee Due Date for such amounts, and view the status of any financial aid I may be entitled to receive. Billing statements are only available online through my "eSIS" account. They are not mailed.

Although all amounts owed are payable on the relevant Fee Due Date indicated for such amounts in "eSIS", UW-River Falls recognizes that students, including myself, may not make such payments in full on the relevant Fee Due Dates for each semester. At its discretion and if certain requirements are met, UW-River Falls would like to extend credit to me to allow me to pay certain past due amounts pursuant to an installment payment plan as detailed below (the **Installment Payment Plan**): Fees, tuition, room, meal

Accept

Save

Date 10/04/2019

◀Previous **Next▶** Exit

Final step is to click **Finish**. After clicking, you will land back on your Student Center page.

Student Task WorkCenter Fee Payment Agreement Fall

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Final Step

Please click the the **Finish** button to complete the agreement. This final step will release the Fee Payment Agreement registration hold on your account.

Thank you for reviewing and accepting the Fee Payment Agreement.

Finish

◀Previous Next▶ Exit

The hold will be immediately released and the To Do item is removed from the To Do box.

▼ **Holds**
No Holds.

▼ **To Do List**
No To Do's.

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:

Student Task WorkCenter Fee Payment Agreement Fall

Task Details Legend

Task Progress 0 2 3

- Launch
- Fee payment agreement
- Complete

Final Step

Please click the the **Finish** button to complete the agreement. This final step will release the Fee Payment Agreement registration hold on your account.

Thank you for reviewing and accepting the Fee Payment Agreement.

Finish

Previous Next Exit

You will get a message:

Exit - Confirmation

Updates will only be saved for sections that are marked as Complete. Do you still want to exit?

OK Cancel

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.