

# Making Credit Card Payments Online

Before making an online payment in eSIS, please ensure that your Web browser has Pop-Up windows enabled (or disable Pop-Up Blockers). Supported browsers are Firefox and Google Chrome. If you need further assistance changing your browser settings, please contact DoTS at (715) 425-3687, [dots@uwrf.edu](mailto:dots@uwrf.edu).

1. Log into eSIS with your w number and password. Student Center page will open.
  - Click the “**Make a Payment**” button under the Finances section in Student Center.

The screenshot shows the 'Finances' section of the eSIS Student Center. On the left, there are three main categories: 'My Account' (with links for Billing Statement and Pending Aid), 'Financial Aid' (with links for View Financial Aid and UWRF Scholarships), and 'Refunds' (with a link for Direct Deposit Signup). On the right, the 'Account Summary' box displays a balance of \$25.00 and lists 'Due Now' and 'Recent Activity'. A prominent red arrow points to the 'Make a Payment' button located below the account summary.

2. Next, you will be taken to the “Overview” page in TRANSACT.
  - A Notification box will pop-up reminding you to allow pop-up windows. There is a 2.85% fee for all domestic credit card transactions and 4.25% fee for all international credit card transactions. The minimum service fee for any card transaction will be \$3.00. There is not a transaction fee for an electronic check or ACH payments.
  - Close the Notification box before proceeding.

The screenshot shows the 'Overview' page in TRANSACT for user Freddy Falcon. The page includes a navigation sidebar with options like 'My Account', 'Overview', 'Make a Payment', 'Transactions', 'Help', and 'Sign Out'. The main content area shows a 'Summary' for Spring 2022-2023 and a 'Balance' section. Below that is a 'Recent transactions' table with two entries: a payment reversal for \$5.00 on 4/12/23 and another for \$5.14 on the same date. A notification box is open on the right, with a red arrow pointing to it. The notification text reads: 'YOU MUST ALLOW POP UP WINDOWS IN YOUR BROWSER SETTINGS BEFORE MAKING PAYMENTS. There is a 2.85% fee for all domestic debit and credit card transactions and 4.25% for all international credit card transactions. The minimum service fee for card transactions will be \$3.00. There is no transaction fee for an electronic check or ACH payment. You will not be able to register for a future term if you have an outstanding balance of \$500.00 or more.' A 'Make a payment' button is visible at the bottom right of the page.

Date	Description	Recei	
4/12/23	Payment reversal Spring 2022-2023	#87724	(\$5.00)
4/12/23	Payment reversal Spring 2022-2023	#87723	(\$5.14)

3. Click on "Make a Payment".

UNIVERSITY OF WISCONSIN River Falls Overview

My Account  
Overview  
Make a Payment  
Transactions  
Help  
Sign Out

**FREDDY FALCON**  
University of Wisconsin-River Falls

Balance \$25

Summary

Spring 2022-2023	\$25.00
<b>Balance</b>	<b>\$25.00</b>

Recent transactions [View all](#)

Date	Description	Receipt	Amount
4/12/23	Payment reversal Spring 2022-2023	<a href="#">#87724</a>	(\$5.00)
4/12/23	Payment reversal Spring 2022-2023	<a href="#">#87723</a>	(\$5.14)

Make a payment

4. You will be taken to the "Make a Payment" page.

- Decide to either make a partial payment or pay in full. To pay in full, click "Checkout". The full amount will appear in the box.

UNIVERSITY OF WISCONSIN River Falls Make a Payment

Step 1 of 3: Pay amount

How much would you like to pay?

Balance items

Check all | 0 of 1 selected

Description	Balance	Amount
<input type="checkbox"/> Spring 2022-2023	\$25.00	\$0.00
Total balance		\$25.00
<b>Pay amount</b>		<b>\$0.00</b>
Remaining balance		\$25.00

\* Indicates required field

Payment 0 items

Cancel Checkout

- To make a partial payment, type the amount you want to pay in the box. Click on “Checkout”.

The screenshot shows the 'Make a Payment' page for the University of Wisconsin-River Falls. The page title is 'Make a Payment' and it is 'Step 1 of 3: Pay amount'. The main heading is 'How much would you like to pay?'. Below this is a 'Balance items' section with a table:

Description	Balance	Amount
<input checked="" type="checkbox"/> Uncheck all   1 of 1 selected		
<input checked="" type="checkbox"/> Spring 2022-2023	\$25.00	<input type="text" value="\$20.50"/>
Total balance		\$25.00
<b>Pay amount</b>		<b>\$20.50</b>
Remaining balance		\$4.50

At the bottom right, there is a 'Payment' summary showing '1 item' for '\$20.50' and two buttons: 'Cancel' and 'Checkout'. A red arrow points to the 'Checkout' button.

- If a payment has been made on the account within 24 hours, a warning notice will appear.
  - Decide if you want to continue making this payment or not. (These payments could have been made by you or Authorized Payers.)
  - Before you continue, check the box that you agree to proceed with this payment transaction and click “Continue”.

The screenshot shows a 'Warning' dialog box with a red exclamation mark icon. The text reads: 'One or more payments have been processed on this account using this system within the last 24 hours. Those payments are as follows:'. Below this is a table:

Date	Time	Receipt	Amount
4/12/23	12:17pm CDT	#87719	\$5.00

Below the table, the text says: 'The payments listed above have already been accepted. If you make a payment now, it will be in addition to those payments. Are you sure you wish to proceed with this payment?'. There is a checkbox with a red arrow pointing to it, containing the text: 'I agree to proceed with this payment with the understanding that I will need to contact University of Wisconsin-River Falls if I desire a refund.' At the bottom right, there are 'Cancel' and 'Continue' buttons, with a red arrow pointing to the 'Continue' button.

- To pay with a credit or debit card, select the payment method of “New credit or debit card” and click “Continue”.

**Note: Domestic credit and debit cards will incur a 2.85% fee and international credit cards will incur a 4.25% fee. The minimum service fee for a card transaction will be \$3.00.** There is not a fee associated with the New Bank account option (also known as electronic check or ACH). If using a debit card, we suggest you obtain your bank routing number and account number. You can pay using the [New Bank Account](#) option with no additional fee.

The screenshot shows the 'Make a Payment' interface for the University of Wisconsin River Falls. The page title is 'Make a Payment'. A navigation sidebar on the left includes 'My Account', 'Overview', 'Make a Payment', 'Transactions', 'Help', and 'Sign Out'. The main content area is titled 'Step 2 of 3: Payment method' and asks 'How would you like to pay?'. The 'Payment amount' is \$20.50. Under '\* Payment method', there are three options: 'New credit or debit card', 'New bank account', and 'International payment'. A red arrow points to the 'New credit or debit card' option. At the bottom right, there are 'Cancel' and 'Continue' buttons, with a red arrow pointing to the 'Continue' button. A lock icon and the text 'Secure encrypted payment' are visible at the bottom left.

- Enter your card information.

- You have the option of saving your card information for future payments. Click “Continue”.

The screenshot shows the 'Make a Payment' interface for the University of Wisconsin River Falls, continuing from the previous step. The page title is 'Make a Payment'. The main content area is titled 'How would you like to pay?'. The 'Payment amount' is \$20.50. Under '\* Payment method', 'New credit or debit card' is selected, with a 'Change' link to its right. Below this, there are logos for American Express, Discover, JCB, UnionPay, Mastercard, and Visa. Under '\* Card number', the number '1111111111111111' is entered, with a Mastercard logo to its right. Under '\* Expiration date', '01 / 24' is entered. Under '\* Security code', '000' is entered. Under '\* Zip/Postal code', '54022' is entered. A note below says 'International cardholders may input "N/A"'. At the bottom, there is a checkbox labeled 'Save card for future use' which is checked. A red arrow points to the checkbox. At the bottom right, there are 'Cancel' and 'Continue' buttons, with a red arrow pointing to the 'Continue' button. A lock icon and the text 'Secure encrypted payment' are visible at the bottom left.

8. Confirm the terms, conditions, and service charge by checking the box. Click “Continue”.

UNIVERSITY OF WISCONSIN River Falls

Service charge

\$3

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service charge of **\$3**, so your total amount is \$23.50. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge of **\$3** for the use of Transact Campus SmartPay.

Continue

9. On the confirmation page, enter an email address the receipt can be sent to. Verify your card information. Select “Pay”.

UNIVERSITY OF WISCONSIN River Falls

Last step! Let's make sure we have your correct information.

\* Email address  
billing@uwrf.edu

Summary [Change](#)

Spring 2022-2023	
Amount	\$20.50
Subtotal	\$20.50
Service charge	\$3.00
<b>Total</b>	<b>\$23.50</b>

Payment details [Change](#)

Card number	.... .. 1111	
Expiration date	01 / 24	
Zip/Postal code	54022	

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Secure encrypted payment

Cancel Pay \$23.50

10. Complete any security steps that may be asked at this time.

- A “Thank you for your payment” notice will appear after the payment has been submitted. A confirmation email will be sent with the receipt number.
- If you would like to review your account, click “Go to overview”.

UNIVERSITY OF WISCONSIN River Falls Make a Payment

My Account  
Overview  
Make a Payment  
Transactions  
Help  
Sign Out

\$23.50

Thank you for your payment

You have a remaining balance of \$4.50

The payment receipt #89650 was sent to: [billing@uwrf.edu](mailto:billing@uwrf.edu)

Go to overview

Thank you for your payment

accounts-receivable@uwrf.edu  
To UWRF Billing

Reply Reply All Forward

Thu 7/13/2023 4:52 PM

Receipt Number: 89650  
Customer: FALCON, FREDDY  
ePayment  
Date: 07/13/2023  
Business Date: 07/14/2023

Description	Amount
Spring 2022-2023	\$20.50
Service Charge	\$3.00
Total	\$23.50

Payments Received	Amount
SmartPay Payments	\$23.50
MasterCard XXXXXXXXXXXX1111	
Authorization # 04755P	
Total	\$23.50

Thank you for the payment.

11. Recent transactions with any balance remaining (if applicable) are on this screen.

The screenshot shows the 'Overview' page for a user named Freddy Falcon at the University of Wisconsin-River Falls. The account balance is \$4.50. The 'Summary' section shows a balance of \$4.50. The 'Recent transactions' table lists two transactions: a payment of \$23.50 on 7/13/23 and a payment reversal of \$5.00 on 4/12/23. A red arrow points to the balance of \$4.50, and another red arrow points to the \$23.50 transaction.

Date	Description	Receipt	Amount
7/13/23	Spring 2022-2023	<a href="#">#89650</a>	\$23.50
4/12/23	Payment reversal Spring 2022-2023	<a href="#">#87724</a>	(\$5.00)

12. Once your payment is confirmed, select "Sign Out" on the left-hand side. A pop up asking, "Are you sure you want to sign out?" will appear. Click "Sign out".

The screenshot shows the 'Overview' page with a sign-out confirmation pop-up. The pop-up asks "Are you sure you want to sign out?" and has two buttons: "Sign out" and "Stay signed in". A red arrow points to the "Sign out" button. Another red arrow points to the "Sign Out" option in the left-hand navigation menu.



**You have successfully signed out**

You have successfully signed out of our secure payment site.

To sign in again, select return.

[Return](#)