# Student Account Suite User Guidelines For International Students

How to Set up Direct Deposit

## How to Set Up Direct Deposit



#### Log into myWSU. Click "myFinances" tab and click "Student Account Suite"

1. Click on "Electronic Refunds"

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		j And <u>Manager</u>	• • • •	$(\overline{f},\overline{f},\overline{f},\overline{f},\overline{f},\overline{f},\overline{f},\overline{f},$
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lectronic Refunds	nces** IF4772 <u>Pres</u> 74			
nent Plans**				otifications

4. Read the agreement, click the "I Agree" box and click "Continue"



### **Common Bank Routing Numbers**

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### How to Set up an Authorized User

From this page, you may give others (parents, employers, etc.) the a to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments or your behalf. Please note that authorized users DO N@/E access to your stored payment methods, academic records, or other personal information.

1. Log into myWSU. Click "myFinances" tab and click "Student Account Suite"

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and to take		THE RULES		Financia	al Aid no Juscoby Opposite	<b>.</b>	View/Pay my Bill

2. Select "Authorized Users"



3. Click "Add Authorized User"

<u>Authorized</u>	lsers	
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V	Add Author	ized User

4. Enter your Authorized Users email address and select Yes or No for the following questions.

Authorized Users				
From this page, you can give others (parents, employeric, etc.) the ability to access your, count in and Princy Act of 1974 (FRPA), your student financial records may not be shared with a set of an your written consent that an individual may view your account inforspation and make payment or access to your stored payment methods, academic records, or other personal information.	formation. In complian ty wellput your written n your behalf. Please no	ce with the Family E consent. Adding a ste that authorized	ducational Rights 1 authorized user users DO NOT has	is ve
Add Authorized User	Y			
Email gidress of the authorized user	1			
Would you like to allow this person to view your billing statement and account activity?	4	<b>Z</b> ,		
Would you like to allow this person to view your 1098-T tax statement?	🖲 Yes	O No		
Would you like to allow this person to view your payment history and account activity?	• Yes	O No		
			Cancel Con	tinut

5. Select the "I Agree" box, click "Continue"

The e-mail address yo of that person's name	ou provided (felicia.tox is@wichita.ed This indicates that the person to whether the per	u) already exists in our system, I	owever we have no
registered user in our	system. Please ensure that we e-mail	Builes for provideo is conte	en ybarnive any do
that this is the correct	t person, please press the 'Can'd' but	iton.	
Lbaraby authorize Wich	site State University to grant falicia t	rac@wichits adu full accore to	
to view all billing statem	nents, payment history, and/or make	pays ents accordingly. My navm	ent methods and cre
and/or checking account	t information will remain confidentia	and h. Iden fri//@icar Brains	Statif i is d funder
This agreement is dated	Thursday, July 26, 2018		
For fraud detection purp	poses, your internet address has been	logged:	
156.26.62.53 at 7/26/18	3:17:5 <b>2:</b> \$蒂, ····		
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will be prosecuted			
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I Agree			

6. An email notification with instruction on how to log in and view your billing and payment plan information has been sent to your designated Authorized User.

Authorize	d Users			
Thank you. We     @Vote: Authori	have sent an e-mail notification to this aed users have their own login ID's and	s person 4 pazewords)		
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Authorized Users If you delete an authorized payments w	Add Authorized User rized user, that person can no longer m /iF be canceled.	sake payments to your accounts in this sys	tem. All of that person's upcom	ing or unapplied scheduled or
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## How to Pay in Full

1. Log into myWSU portal. Click "myFinances" tab and click "Student Account Suite"

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2. Balance will appear on this page. Select from drop down to pay. Click "Go"



3. If paying "Other Amount", enter the amount you wish to pay by removing the amount that is in the box.

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t Date	7/25/18		Paumen
	\$437.74	437.74	Current account balance
		\$437.74	437.74 O Amount due
			○ Pay by line item

4. **<u>NOTICE</u>** the different Payment Methods available. If banking information was saved in the Student Account Suite, you would see that account listed in the drop down.

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🖷 My Account Make F	Payment Paymen Plans Deposits Account Pa	Refunds Help		
	6	<b>6</b>	<b>8</b> s	
	All our	Method	Confirmation	Receipt
	Amount	\$437.74		
	Method	Select Method Electronic Check (checking/savings) Credit Card via PayPath		Cancel Continue
	*Credit card payments a	re handled through PayPath ©, a tuition payment service.	A non-refundable service fee will be added	to your payment.
	Electronic Check - Payn			

#### 7. <u>"NEW ELECTRONIC CHECK"</u>

	Electronic Check – Electronic
Account Payment	number and account number.
Amount Method Confirmat	Payments may be made from a
	personal checking or savings
Amount \$437.74	account. You cannot use corporate
Electronic Check (checking/taxing) Credit Card via PapPath	checks, i.e. credit cards, home
*Credit card payments are handled through PayPath ®, a tuition payment service. A non-refundable service	equity, traveler's checks, etc.

8. At this time, you may also select the "Refunds Options" to be direct deposited into this account. You also have the option to save this payment method for future use by checking the "Options to Save" and setting this information as the "Preferred payment method" for future payments.

Account P	'ayment				
Amo	unt	Method	Confirmation	Receipt	
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Account Inform	nation		Refund Options	$\leftarrow$	
			Check here if you would like refunds to	Nhe denosited iotrithis account	
The MICR line configura of the two examples ab digits exactly, and starts number, be sure to incl	ition on the botton ove. The Routing I s with 0, 1, 2 or 3. ude all leading zer	n of your checks sho Number ALWAYS co When entering you o's and omit any spe	ould match one omes first, is 9 r account ecial characters e will be added t	Back Cancel Continue to your payment.	

13. Fill in the required credit card information and click "Continue". This will give you an opportunity to review the payment before you actually submit the payment.

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Card security code:	What is this?		
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Billing address: City:			
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Billing address: City: State: Zip code: Email address:	Kansas (KS)		
Billing address: City: State: Zip code: Email address: Confirm email address:	Kansas (KS)		

### How to Set up a Payment Plan

1. Log into myWSU. Click "myFinances" tab and click "Student Account Suite"

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2. Select "Payment Plans" and "Enroll Now"



3. Select appropriate Term, click "Select"



4. Enroll in this plan to pay your WSU Tuition and Course Fee Charges in 3 equal payments. A \$30.00 <u>non-refundable</u> plan set-up fee and \$100.00 <u>non-refundable</u> minimum down payment are required. If you wish to apply more than the minimum down payment enter it in the "Additional down payment" box.

#### Students with financial aid

If your financial aid has been applied to your account, enter that amount into the **Down Payment** box.

- a. This will result in three equal payments (you must have at least \$130 in financial aid to cover your down payment or you will be responsible for the remaining down payment).
- b. If your financial aid has not been applied or will be applied to your account at a later date, you will be responsible for paying the down payment. Once your financial aid is disbursed, it will be applied to your upcoming payment(s).



5. Payment Schedule Plan shown below indicates the down payment and the equal monthly payments.

Be sure to select YES or NO below. YES, will allow WSU to automatically withdraw monthly payments from your bank account.

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	Recycled down owment	120.00	Instalment 3	11/15/18	0.00	1,329.5
	Additional down compart	0.00	Total Amount Paid: 0.			
	warmen cose hilanty	0.00		Total	of installment	s: 3,988.7
J					Total due n	pw: 130.0
iet up Automatic Payments						
Nould you like to set up payments	to be made automatically on the date	s shown above?				
Yes, I want to set up my payment	ts. Let me choose the payment metho	d that will automa	tically be used to ma	ke a payment o	en mach due date	4
No. I don't want to set up payme	ents. I will come back and make each	payment on or bef	ore the due date.			

6. Select Payment Method



## **View Recent Activity**

1. Select "myFinances" tab and "Student Account Suite"

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2. Click on "My Account" and "View Activity"

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3. Account Activity may be viewed by clicking on the term

