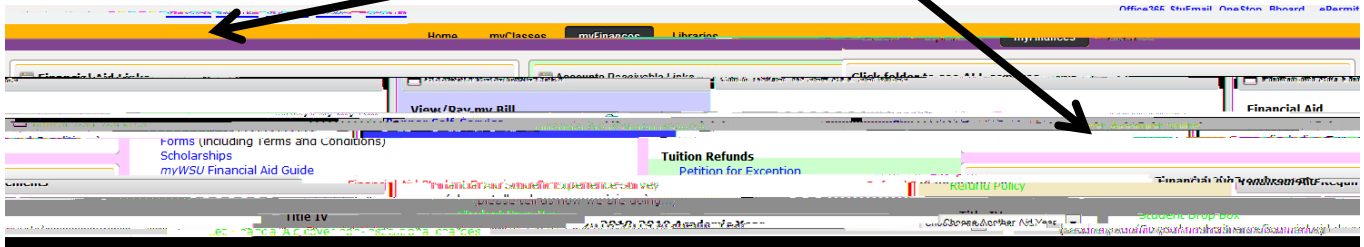


Student Account Suite User Guidelines For International Students

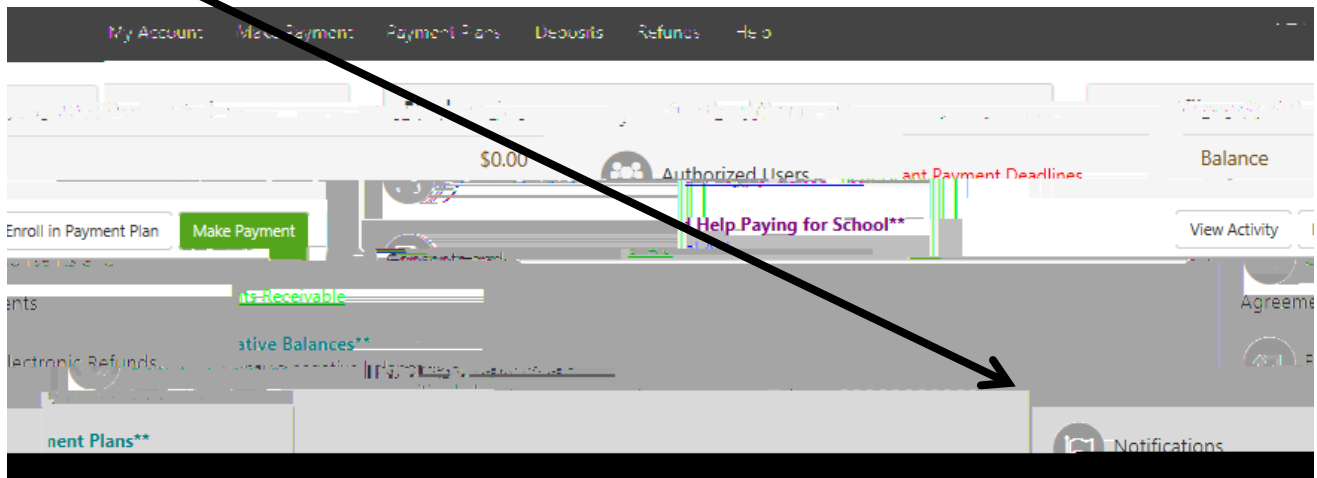
How to Set up Direct Deposit

How to Set Up Direct Deposit

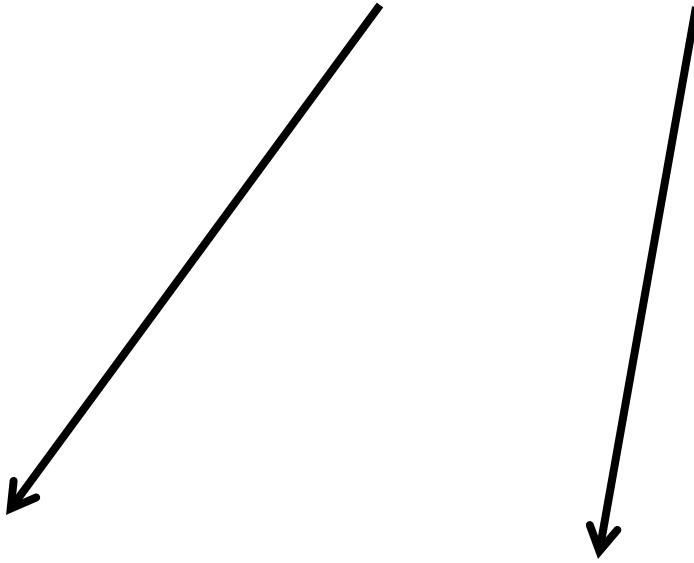
Log into myWSU. Click "myFinances" tab and click "Student Account Suite"



1. Click on "Electronic Refunds"



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



Common Bank Routing Numbers

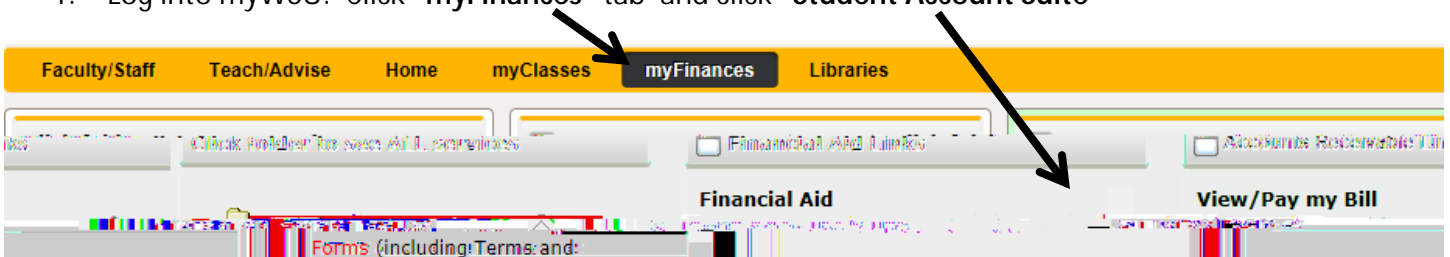
Bank Name	Website	Routing Number
Medic Union	http://www.bankofamerica.com	80109901
Capitol Federal	http://www-campuscu.org/	301179999
Capitol Federal	http://capitalfed.com	301179285
Commerce Bank	http://www.commercebank.com	
Merica.com	http://www.merica.com	
Bank of America	http://www.bankofamerica.com	

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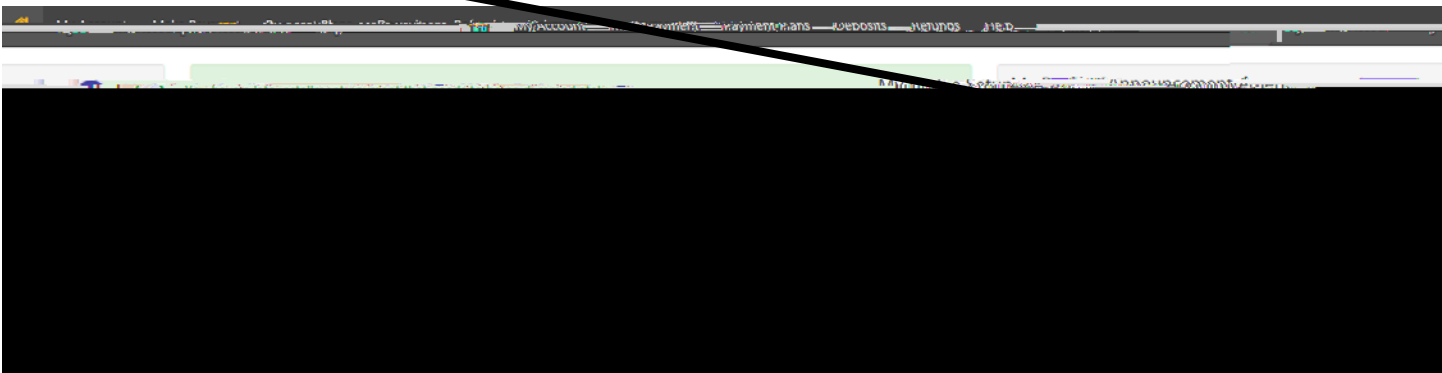
How to Set up an Authorized User

From this page, you may give others (parents, employers, etc.) the ability 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 on your behalf. Please note that authorized users **DO NOT** have access to your stored payment methods, academic records, or other personal information.

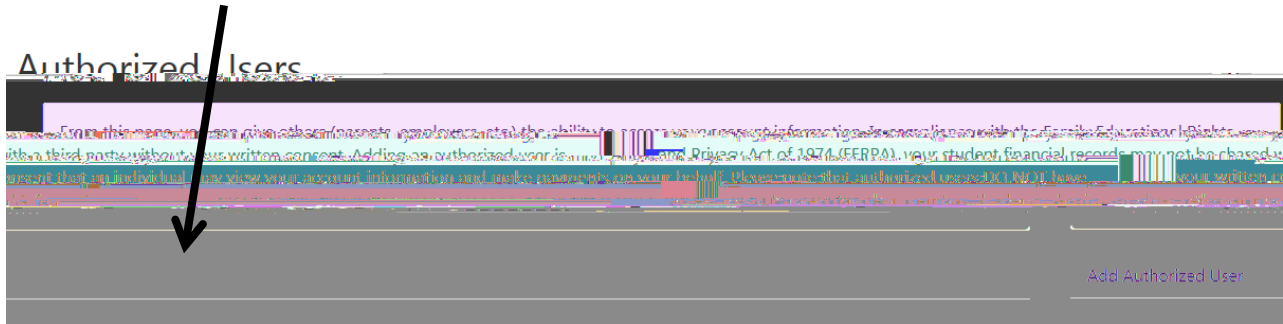
1. Log into myWSU. Click "myFinances" tab and click "Student Account Suite"



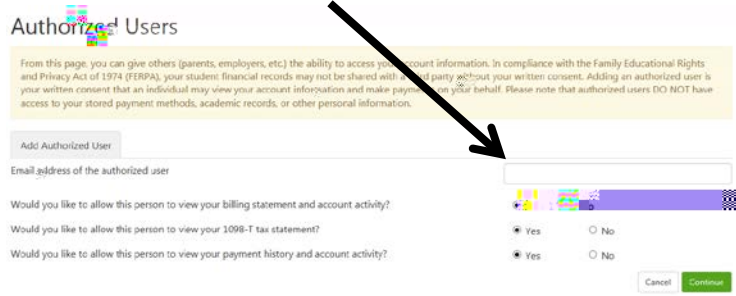
2. Select "Authorized Users"



3. Click "Add Authorized User"



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



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

The screenshot shows a web form titled "Agreement to Add Authorized User". The form contains several paragraphs of text, including a warning that the provided email address already exists in the system. Below the text, there is a checkbox labeled "I Agree" which is checked. At the bottom right of the form, there are three buttons: "Cancel", "Print Agreement", and "Continue". Two black arrows originate from the text above: one points to the "I Agree" checkbox, and the other points to the "Continue" button.

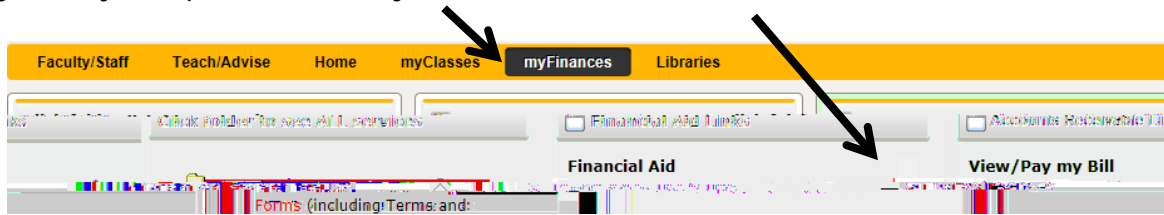
6. An email notification with instruction on how to log in and view your billing and payment plan information has been sent to your designated Authorized User.

The screenshot shows a page titled "Authorized Users". At the top, there is a yellow notification box with two bullet points: "Thank you. We have sent an e-mail notification to this person" and "(Note: Authorized users have their own login ID's and passwords)". Below this, there is a red header bar. The main content area has a sub-header "Authorized Users" and a button "Add Authorized User". A paragraph of text explains that deleting an authorized user will affect their ability to make payments. Below this is a table with two columns: "Full name" and "Email address". The table contains two rows of data, with the names and email addresses redacted with grey bars.

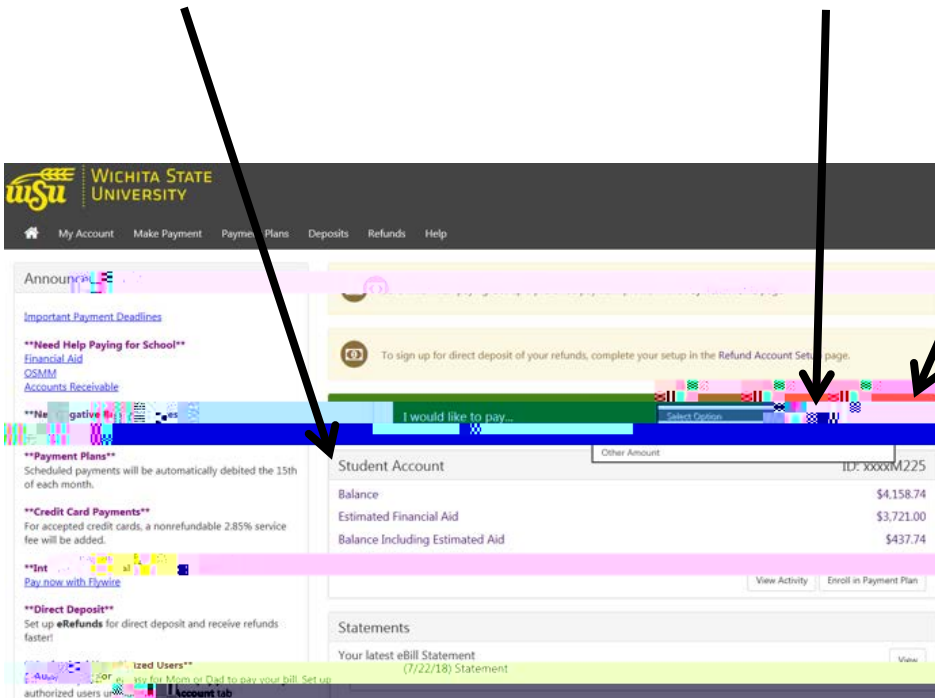
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How to Pay in Full

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



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.

The screenshot shows a payment form with the following elements:

- A date field containing '7/25/18'.
- A current account balance of '\$437.74'.
- An input field containing '437.74'.
- Three radio buttons: 'Current account balance' (selected), 'Amount due', and 'Pay by line item'.

A black arrow points from the top right towards the 'Amount due' radio button.

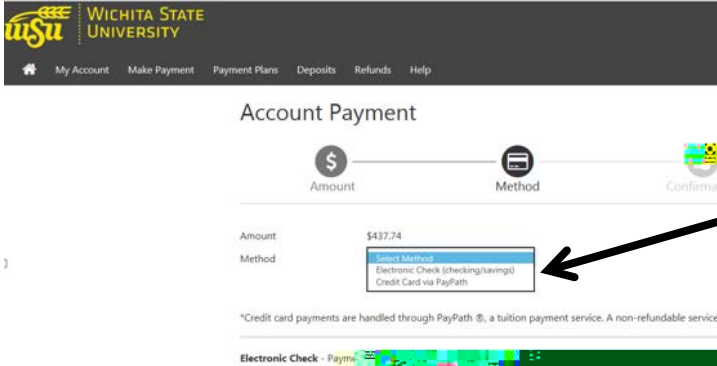
4. **NOTICE** the different Payment Methods available. If banking information was saved in the Student Account Suite, you would see that account listed in the drop down.

The screenshot shows the 'Account Payment' page with the following elements:

- Wichita State University logo and navigation menu (My Account, Make Payment, Payment Plans, Deposits, Refunds, Help).
- Progress bar with four steps: Amount, Method, Confirmation, and Receipt. The 'Method' step is highlighted in yellow.
- 'Amount' field: \$437.74
- 'Method' dropdown menu with options: 'Select Method', 'Electronic Check (checking/savings)', and 'Credit Card via PayPath'.
- 'Cancel' and 'Continue' buttons.
- Footnote: '*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.'
- Footer: 'Electronic Check - Payment'.

A black arrow points from the top left towards the 'Method' dropdown menu.

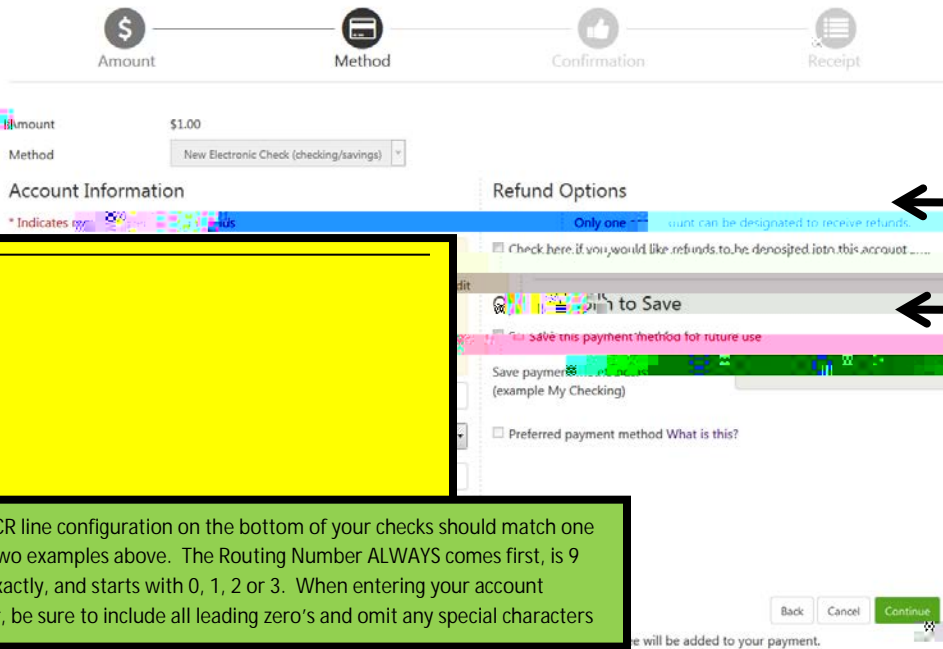
7. “NEW ELECTRONIC CHECK”



Electronic Check – Electronic payments require a bank routing number and account number. Payments may be made from a personal checking or savings account. **You cannot use corporate checks, i.e. credit cards, home 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 Payment



The MICR line configuration on the bottom of your checks should match one of the two examples above. The Routing Number ALWAYS comes first, is 9 digits exactly, and starts with 0, 1, 2 or 3. When entering your account number, be sure to include all leading zero’s and omit any special characters

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.

PayPath Payment Service accepts:



*Indicates required fields

Name on card:

Card account number:

Card expiration date: MM YY

Card security code: [What is this?](#)

Billing Address

Check if address is outside of the United States:

Billing address:

City:

State:

Zip code:

Email address:

Confirm email address:

Phone number:

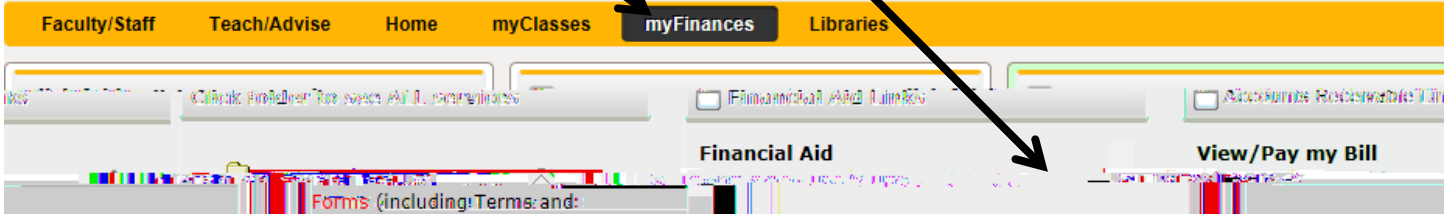
Select continue to review your payment details before submitting.



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How to Set up a Payment Plan

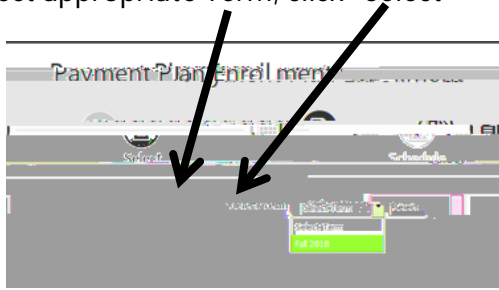
1. Log into myWSU. Click "myFinances" tab and click "Student Account Suite"



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



3. Select appropriate Term, click "Select"

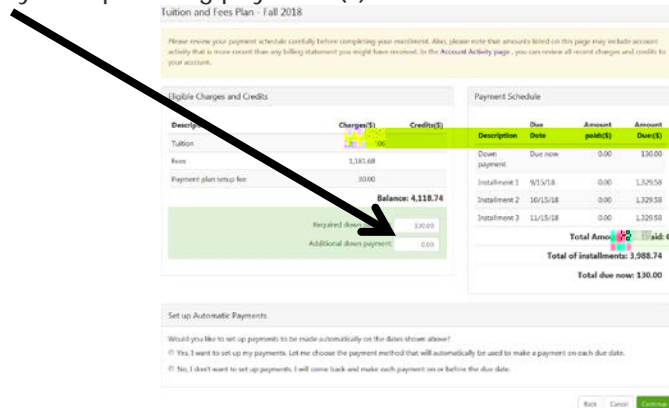


4. Enroll in this plan to pay your WSU Tuition and Course Fee Charges in 3 equal payments. A \$30.00 **non-refundable** plan set-up fee and \$100.00 **non-refundable** minimum down payment are required. If you wish to apply more than the minimum down payment enter it in the "Additional down payment"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

Tuition and Fees Plan - Fall 2018

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the **Account Activity** page, you can review all recent charges and credits to your account.

Description	Charges(\$)	Credits(\$)
Tuition	2,997.06	
Books	1,381.68	
Payment plan setup fee	30.00	
Balance: 4,118.74		
Required down payment	130.00	
Additional down payment	0.00	

Description	Due Date	Amount paid(\$)	Amount Due(\$)
Down payment	Due now	0.00	130.00
Installment 1	9/15/18	0.00	1,329.58
Installment 2	10/25/18	0.00	1,329.58
Installment 3	11/15/18	0.00	1,329.58
Total Amount Paid: 0.00			
Total of installments: 3,988.74			
Total due now: 130.00			

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back Cancel **Continue**

6. Select Payment Method

WISCONSIN STATE UNIVERSITY

My Account Make Payment Payment Plans Deposits Refunds Help

Account Payment

Amount Method Confirmation Receipt

Amount: \$437.74

Method: **Select Method**
Electronic Check (checking/savings)
Credit Card via PayPath

Cancel **Continue**

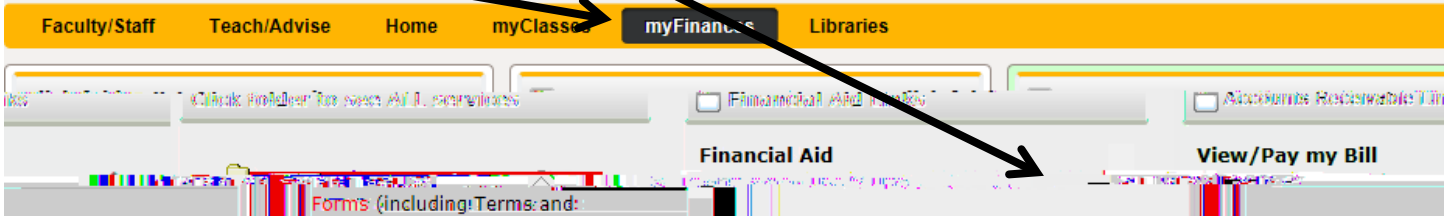
*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - Payment

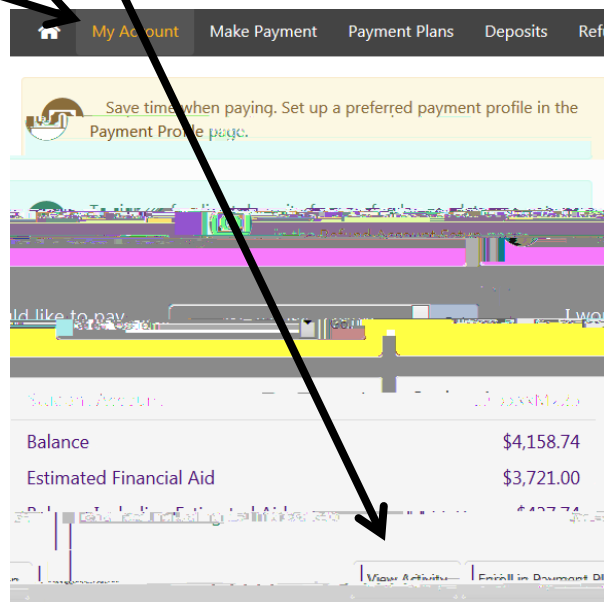
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View Recent Activity

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



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



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

The screenshot shows a web interface for a student account. At the top, a yellow bar displays 'Student Account Balance' with a value of '\$2,222.92'. Below this, a grey bar shows 'Summer 2018' with a value of '\$0.00'. A black arrow points from the text above to the 'Summer 2018' bar. The main section is titled 'Account Activity' and contains a table with columns for 'Description', 'Code', 'Date', and 'Amount (\$)'. The table lists several items: 'Tuition' (\$2,617.92), 'Mandatory Fees' (\$93.00), 'Online Fees' (\$567.00), 'Payments' (-\$857.00), and 'Term balance: \$2,222.92'. A search bar is located above the table. At the bottom, a grey bar shows 'Fall 2017' with a value of '\$0.00'.

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