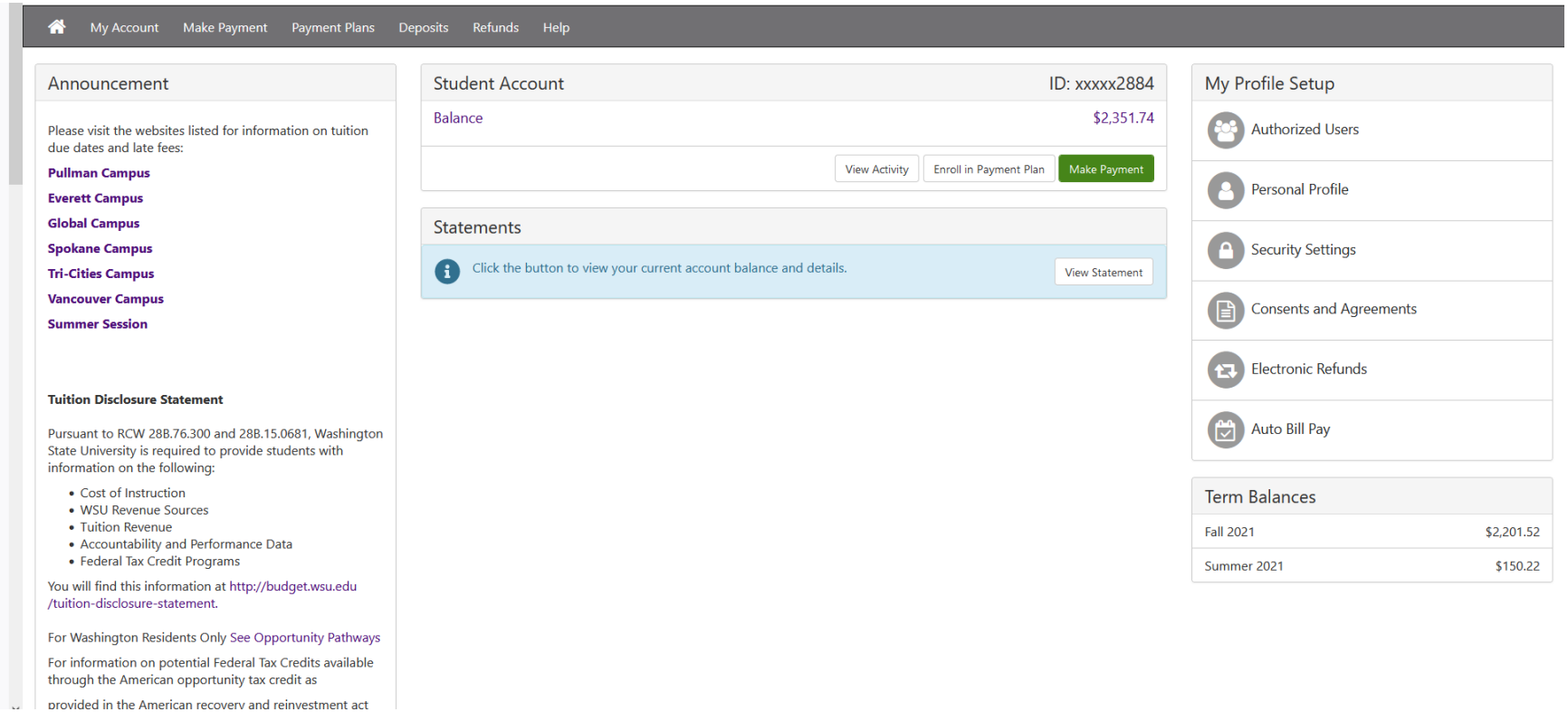
WASHINGTON STATE UNIVERSITY

NEW STUDENT PAYMENT PORTAL



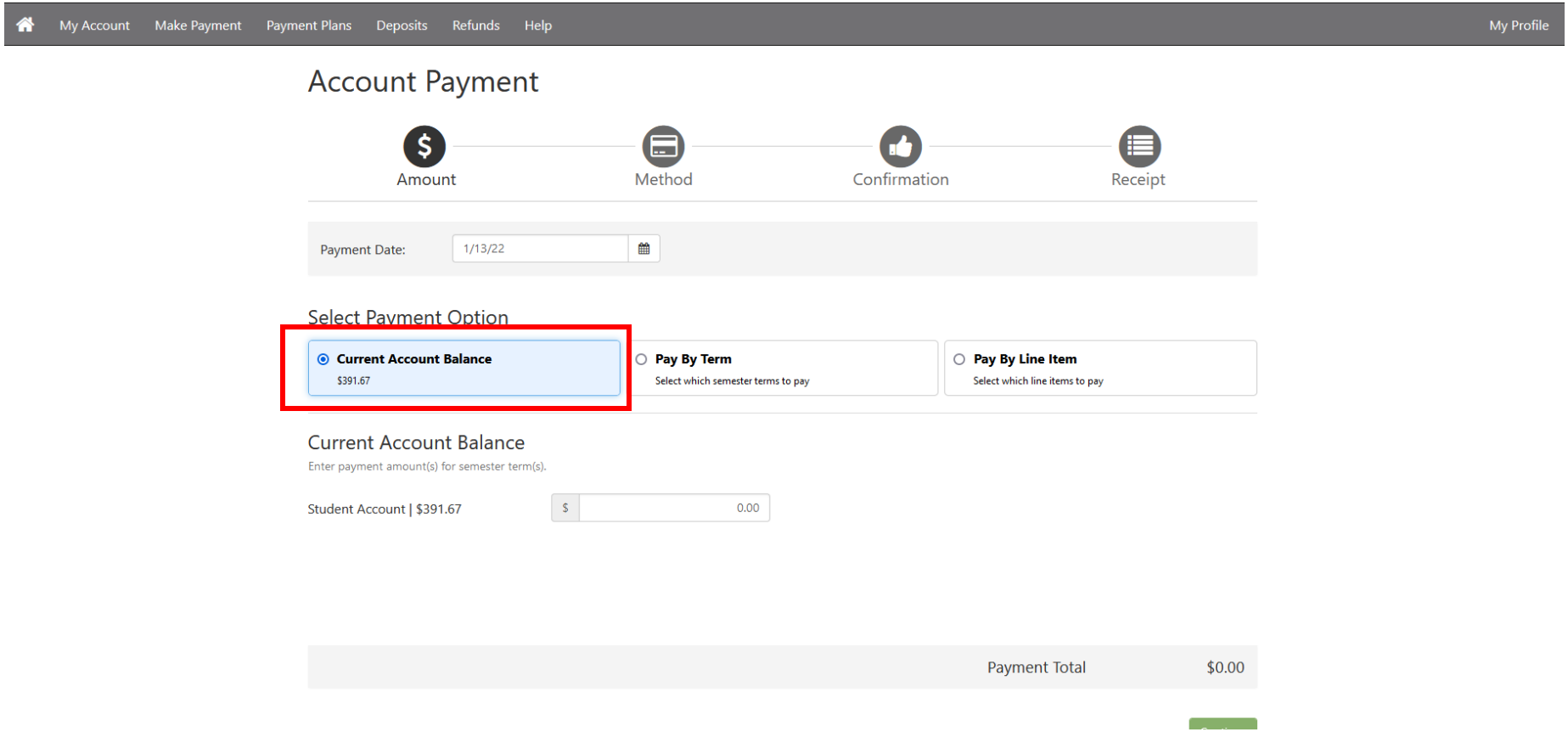
MAKING A PAYMENT

1. Select the **Make Payment** tab in the left-hand corner of the screen.

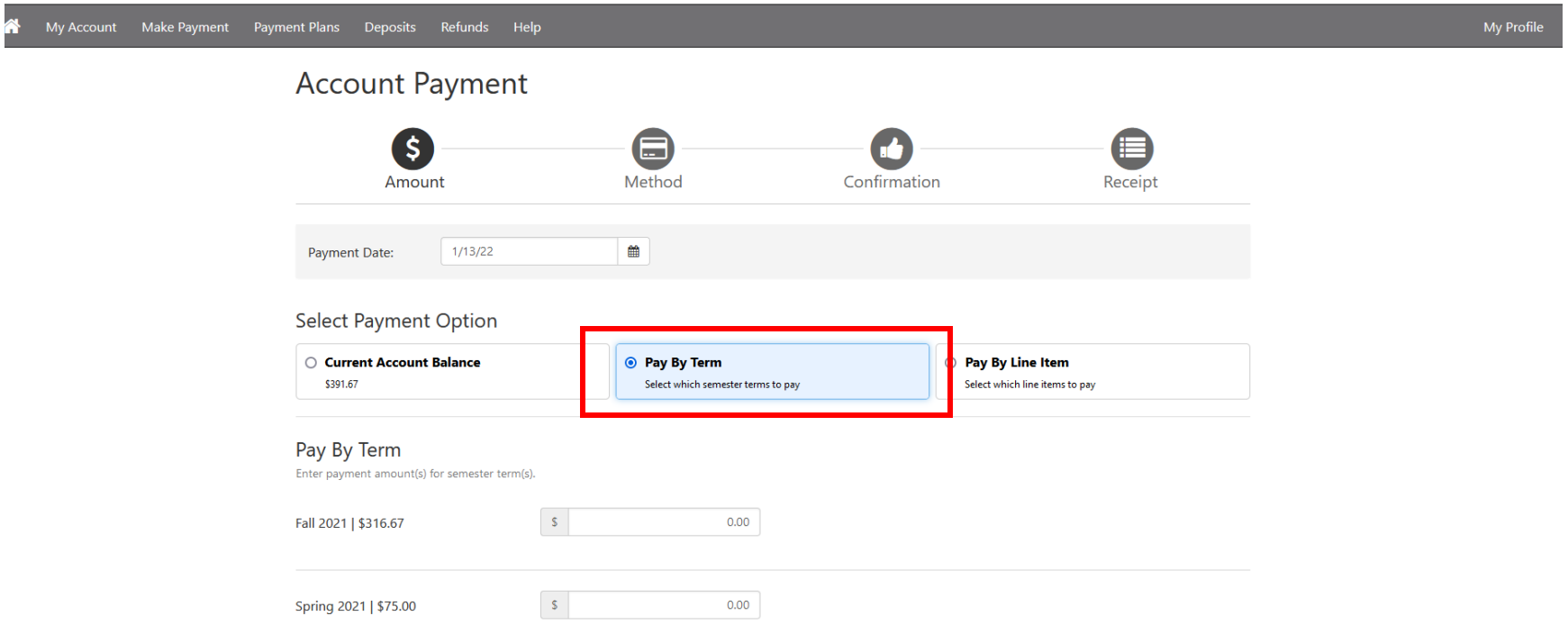


2. Select the type of payment you'd like to make. These include:

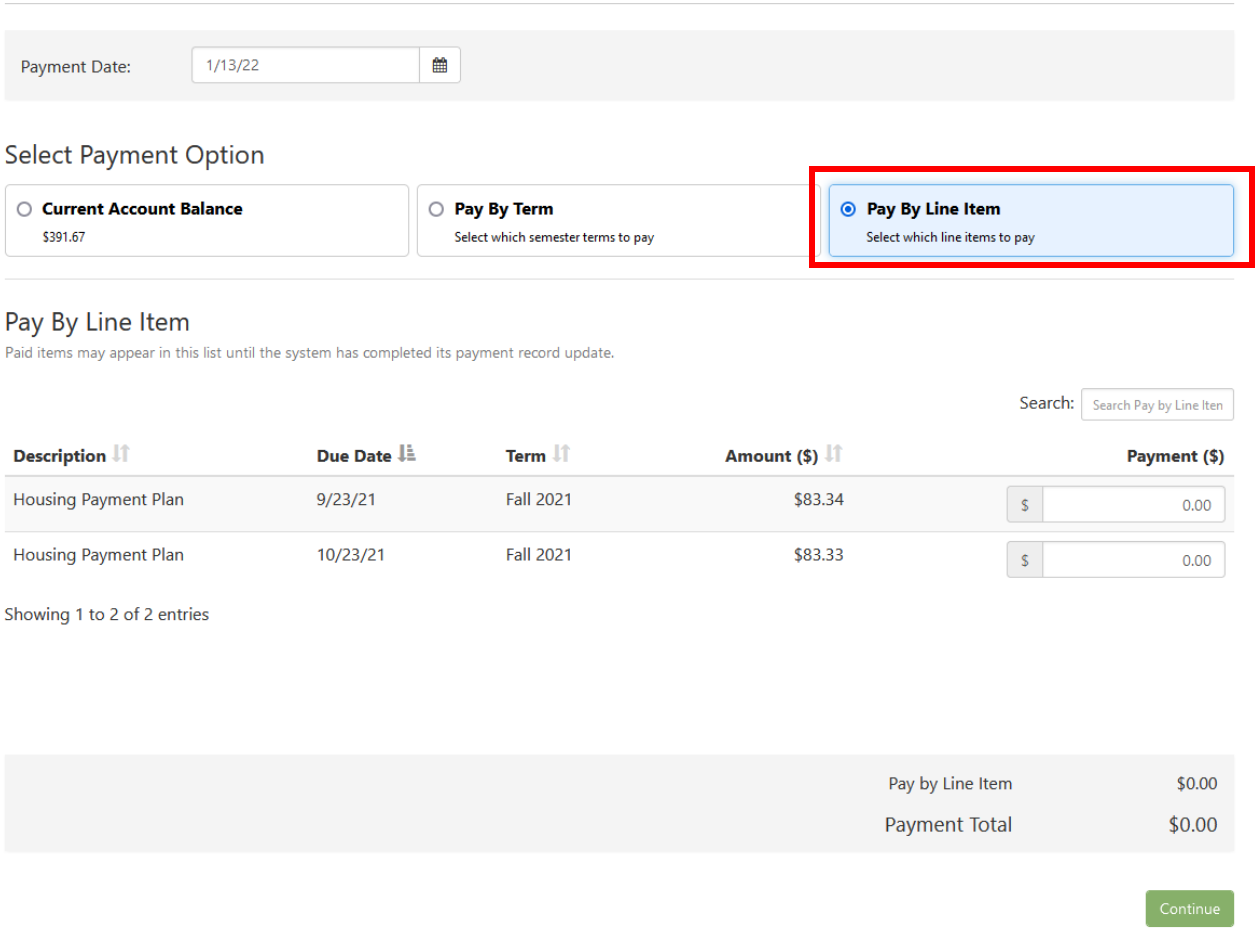
   A. **Current Account Balance** to pay your total balance owed for both semester term(s):



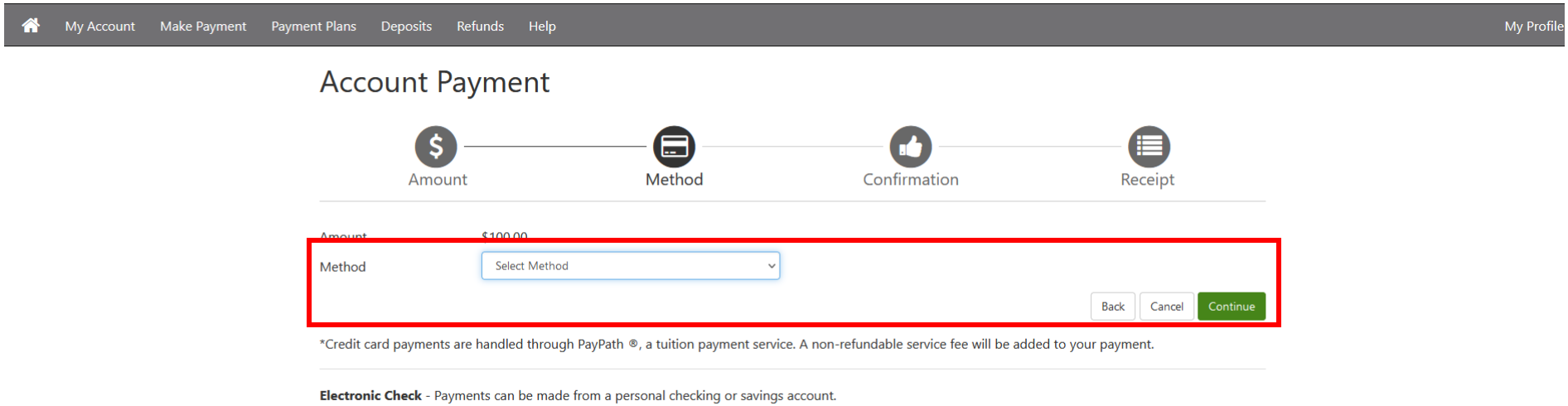
B. **Pay by Term** to pay by individual semester:



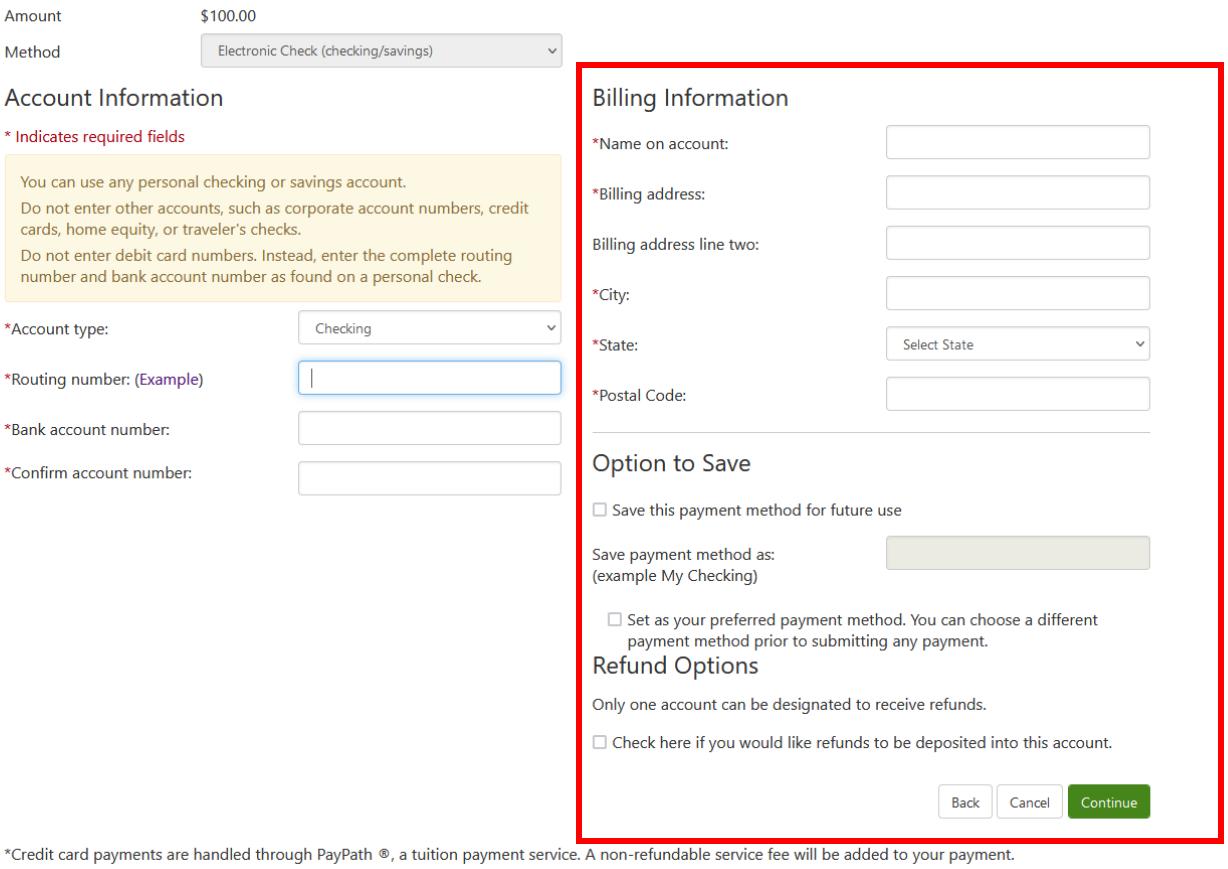
C. or **Pay by Line Item.** This option can be used to pay for Housing charges only:



3. Select **Continue.**
4. Select your payment method. Payment methods include ECheck and Credit Card.



5. Once you have entered you payment option, select **Continue.**
6. You will be prompted to enter your **Billing Information for Echeck Payments**



7. When you have provided your billing information, select **Continue.**
8. Verify your payment/billing information and select **Submit.**
9. Accept the ACH Payment Agreement. Select **"I agree to the above terms and conditions,"** then, **"Continue."**

ACH Payment Agreement

I hereby authorize **Washington State University** to initiate debit or credit entries to my Depository according to the terms below,and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **$30.00** return fee will be added to my student account.

Name:	**Jane Smith**
Address:	1234 Main St Anywhere KS 66062
Depository:	ASTRA BANK PO BOX 200 SCANDIA,KS 66966
Routing Number:	101114400
Account Number:	xxx456
Debit Amount:	$500.00

This agreement is dated 01/25/2022 15:55:48 PM PST.

For fraud detection purposes, your internet address has been logged: 134.121.19.18 at 01/25/2022 15:55:48 PM PST

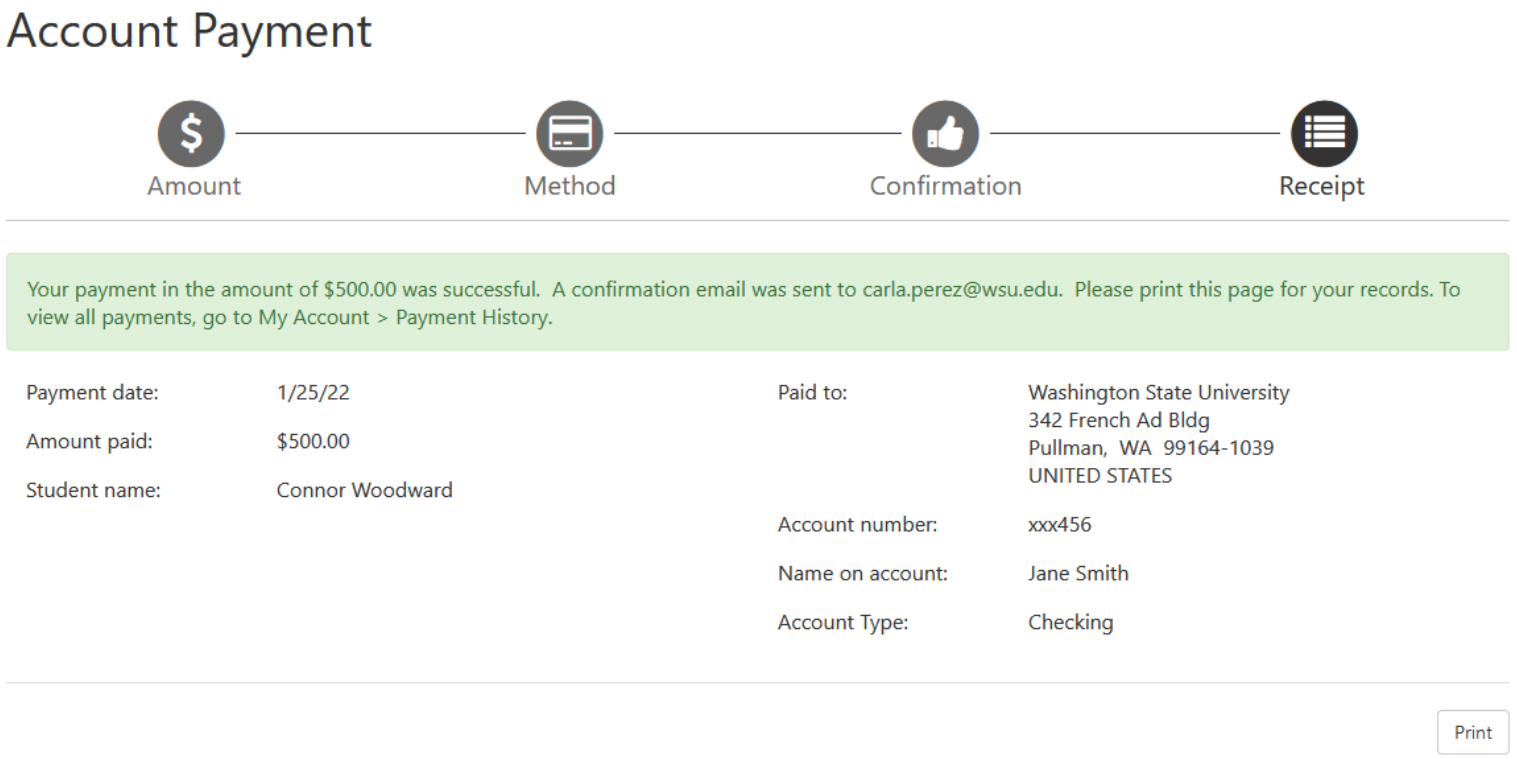
Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: **bursar.office@wsu.edu**

☑ I agree to the above terms and conditions. (Print Agreement)

Cancel Continue

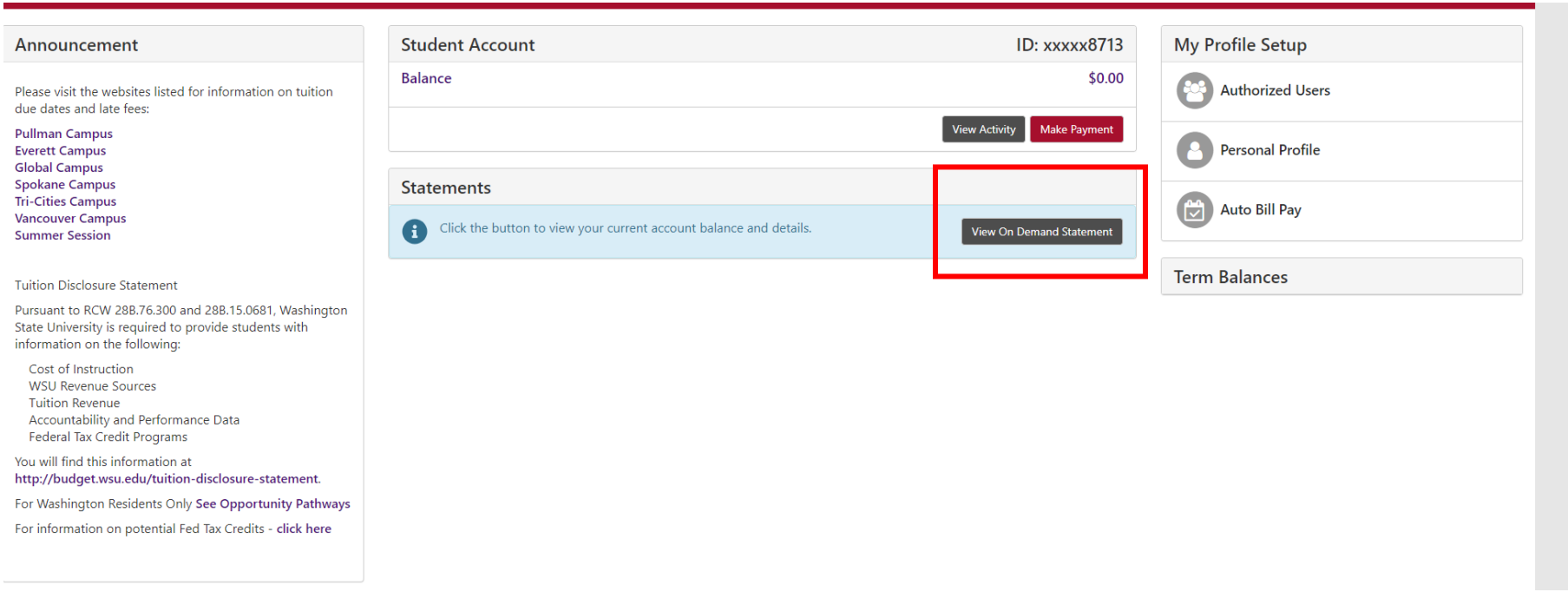
10. A notification of your successful account payment will appear. You may print this notification for your records.



Statements on Demand

Use the following steps to view and print a statement from your account at any point in time.

1. On your account home screen, select **View On Demand Statement.**
2. Select the term for which you would like to view your statement, and select **Submit.**
3. This will produce a printable copy of your charges and payments that have been received on your account.



Questions? Contact the Bursar's Office.

bursar.office@wsu.edu

(509)335-9711

bursar.wsu.edu