Congratulations on your acceptance to Gonzaga University!

Follow these instructions to confirm your spot in this program with a deposit that is applied directly towards your tuition bill. You may pay with any major credit card, or have funds taken out of your checking or savings account with an electronic check.

1. **LOG ON TO ZAGWEB**
   http://zagweb.gonzaga.edu

2. **CLICK ON ENTER SECURE AREA**

3. **ENTER YOUR GU ID IN THE USER ID FIELD**

4. **ENTER YOUR PIN**
   If this is your first time using Zagweb, your User ID is included in your acceptance packet and your PIN is your birthdate – mmddyy format then you will be able to create a new pin.

5. **CLICK ON LOGIN**
   You will be connected to Zagweb’s Main Menu screen.

6. **CLICK ON ELECTRONIC BILLING, PAYMENT, DEPOSITS, AND EREFUND**
MAKING AN ADMISSION/TUITION DEPOSIT VIA CASHNET

7 CLICK ON ENTER CASHNET

8 CLICK ON MAKE PAYMENT

9 CLICK ON ADMISSION/TUITION DEPOSIT

A list of all university deposits will appear.
10 SELECT THE APPROPRIATE ACADEMIC LEVEL/PROGRAM DEPOSIT
The amount will automatically be filled in with the deposit amount for your program.

11 CLICK MAKE PAYMENT

12 VERIFY THE DEPOSIT NAME(S), DEPOSIT AMOUNT(S), AND CLICK CONTINUE

13 SELECT YOUR METHOD OF PAYMENT AND CLICK ON CONTINUE
14 COMPLETE YOUR CREDIT CARD INFORMATION AND CLICK CONTINUE

Do not add any spaces, dashes or punctuation marks to your credit card information. Complete your address information for credit card transactions.

15 IF PAYING BY ELECTRONIC CHECK ENTER YOUR INFORMATION ON THE APPROPRIATE SCREEN

16 FOLLOW THE TERMS AND CONDITIONS PROMPTS AND CLICK CONTINUE

17 CLICK SUBMIT PAYMENT

You have now paid your tuition deposit.