Deposit Payment Instructions

Problems? Questions? Contact ISSS as isss@gonzaga.edu

1) Go to https://zagweb.gonzaga.edu and click on the "Enter Secure Area" link.

2) Enter your GU ID Number and your PIN and click on the "Login" button.

   GU ID Number: On your Acceptance Letter, 8 numbers long
   PIN: Your six digit birthdate: MMDDYY.
   Example: January 9, 1996 = 01/09/96 = 010996

You will be asked to change your PIN after your initial login.

3) Click on “Electronic Billing, Payment, Deposits and eRefund”
4) Click on “Enter CASHNet/Review billing statement, make a payment, enroll in eRefund”

5) Click on “Make Payment.” Then select “Admission/Tuition Deposits”.
DEPOSIT OPTION SCREEN: Click **ESL Tuition Deposit**
6) **Insert amount** (or click on deposit amount) and click on “**Make Payment**”, then “**Continue**”.

7) **Select Pay with Foreign Currency** under select method of payment, then click “**Continue**”.
8) **Select Your Currency and Country**:  
✓ Select your country, then select the currency you would like to pay in.  
✓ Enter the Remitter name (person responsible for payment – mom, dad, self, etc.) into the “Remitter Name” box.  
✓ Read the Terms & Conditions section and click on the box that acknowledges you have read and understand the terms and conditions, then click “Continue”.

![Image of Office of Student Accounts website]

**Enter Foreign Currency Information**

- **Country**: Select Country
- **Currency**: Select Currency

<table>
<thead>
<tr>
<th>Currency</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Currency</td>
<td>US Dollar, USD</td>
<td>-</td>
</tr>
</tbody>
</table>

**Remitter Name**: butterworthm@gonzaga.edu

**Email Address**: butterworthm@gonzaga.edu

**Terms & Conditions**

Payment through Western Union Business Solutions allows international students to make payments in the currency of their home country. By selecting this payment option you will have a ‘Pending’ payment on your account.

☐ Yes, I have read and understood the above information and wish to proceed.
9) Verify the **payment information** on the following page and click **"Submit Payment"** to receive the payment instructions.

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Please confirm the information below. To submit your payment, click on the ‘Submit Payment’ button.

<table>
<thead>
<tr>
<th>Items Selected</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Account Payments</td>
<td>$1.00</td>
</tr>
<tr>
<td><strong>Total Amount</strong></td>
<td><strong>$1.00</strong></td>
</tr>
</tbody>
</table>

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**Payment Information**

This payment will not be complete until you have instructed your bank to transfer the appropriate funds, based on the instructions that will be provided as a link on the receipt page. The conversion rate you have been quoted will be effective for 72 hours. Please visit your bank and initiate the transfer of funds within this time period.

Selected Currency: Chinese Renminbi Yuan
Selected Country: China
Foreign Currency Total: CNY 6.67
Student Name: [Redacted]
Remitter Name: Self
Email Address: [Redacted]

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**Transaction Pending**

**Receipt Number:** 583277 “PENDING”
**Customer:** [Redacted]
**Smartpay:** [Redacted]
**Current Date:** 12/10/2015

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Account Payments</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

**Total** $1.00

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**Payments Received**

Click here to view and print important instructions that must be taken to your bank when you initiate the transfer of funds.

This payment will not be complete until you have instructed your bank to transfer the appropriate funds, based on the instructions that will be provided as a link on the receipt page. The conversion rate you have been quoted will be effective for 72 hours. Please visit your bank and initiate the transfer of funds within this time period.

Selected Currency: Chinese Renminbi Yuan
Selected Country: China
Foreign Currency Total: CNY 6.67
Student Name: Han Tang
Remitter Name: no idea

**Total** $1.00

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Thank you for the payment.
Your receipt has been emailed to youyang@zagmail.gonzaga.edu
NOTE: You will receive an email from studentaccounts@gonzaga.edu that includes the instructions for wire transferring funds from your bank. Please check your email regularly for updates.

10) Complete your payment at your bank or with online banking using the printed instructions.

SAMPLE INSTRUCTIONS FOR CANADA:

Gonzaga University w/SP

PAY AT YOUR BANK

Currency and Amount to Pay: CND 137
Beneficiary Name: [Your name]
Beneficiary Account Number: [Account number]
Beneficiary Address: [Beneficiary's address]
Bank Name: Royal Bank of Canada
Bank Routing Code: 002000001
Bank Address: 1 Place Ville Marie, Montreal, Quebec, Canada

PAY ONLINE

Where the service is available, the easiest way to complete your payment is through your online banking, with the details below:

Currency and Amount to Pay: CND 137
Beneficiary Name: [Your name]
Beneficiary Account Number: [Account number]
Beneficiary Address: [Beneficiary's address]
Bank Name: Royal Bank of Canada
Bank Routing Code: 002000001
Bank Address: 1 Place Ville Marie, Montreal, Quebec, Canada

*Due to banking regulations, not all currencies are available. If your home currency isn’t offered, you can pay in another currency, such as the U.S. dollar.

Contact the Western Union customer service team if you have questions: Toll Free: 1.877.218.8829 Tel: 1.402.884.3041. studentinquiries@westernunion.com.