

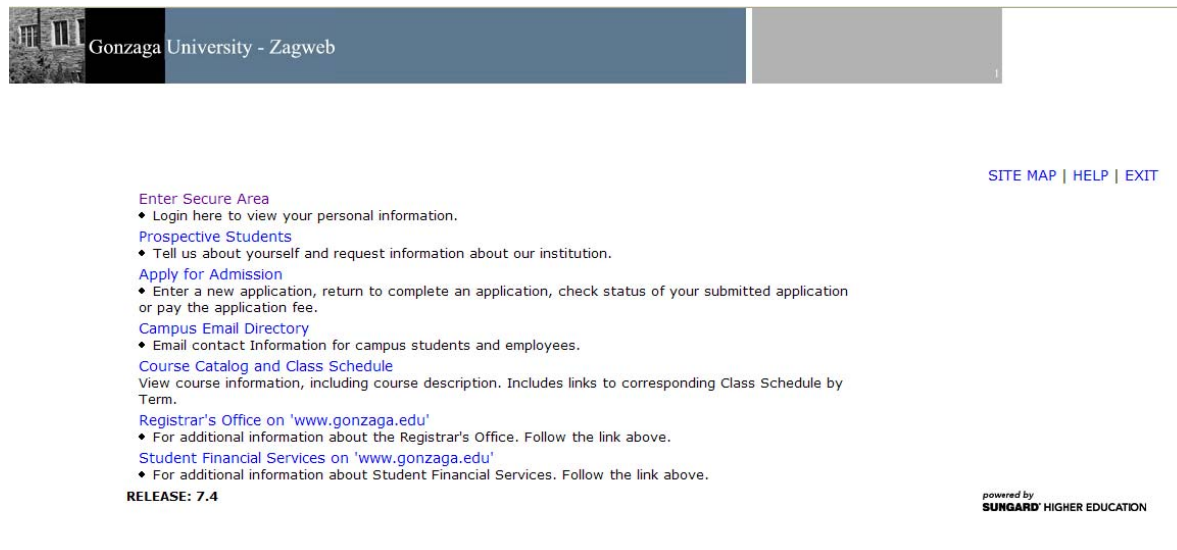
Hello! The following instructions will help you pay your tuition and/or housing deposit(s) online for Gonzaga University. You may pay with a credit card, or have funds taken out of your checking or savings account with an electronic check. We accept American Express, MasterCard, Diners Club or Discover.

Visa is not accepted.

Please note that there is a 2.75% service charge assessed by CashNet (the company we've contracted with to administer the payment system) on the total amount charged if you use a credit or debit card. There is no service charge for using an electronic check.

If you have any questions or difficulties, please contact Mike Kelly, Academic Records Evaluator, in the Admissions Office at 800-322-2584, extension 6557.

1. To get started, go to: <http://zagweb.gonzaga.edu>
2. Click on ***Enter Secure Area***




The screenshot shows the top navigation bar of the Gonzaga University Zagweb website. The header includes the text "Gonzaga University - Zagweb" and a "SITE MAP | HELP | EXIT" link. The main content area lists several navigation options with bullet points:

- [Enter Secure Area](#)
 - Login here to view your personal information.
- [Prospective Students](#)
 - Tell us about yourself and request information about our institution.
- [Apply for Admission](#)
 - Enter a new application, return to complete an application, check status of your submitted application or pay the application fee.
- [Campus Email Directory](#)
 - Email contact information for campus students and employees.
- [Course Catalog and Class Schedule](#)
 - View course information, including course description. Includes links to corresponding Class Schedule by Term.
- [Registrar's Office on 'www.gonzaga.edu'](#)
 - For additional information about the Registrar's Office. Follow the link above.
- [Student Financial Services on 'www.gonzaga.edu'](#)
 - For additional information about Student Financial Services. Follow the link above.

At the bottom left, it says "RELEASE: 7.4" and at the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

3. Enter your **User ID** and **PIN** and click **Login**. *If you have used ZagWeb before, you should already know your User ID and Pin. If this is your first time using ZagWeb, your User ID is your Gonzaga ID# and your Pin is your birth date (mmddyy)*



[SITE MAP](#) |

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive


To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

RELEASE: 7.4 powered by
SUNGARD HIGH

4. Click on **Electronic Billing, Payment, and Deposits**



[Student Services & Financial Aid](#) | [Personal Information](#) | [Alumni Services](#) | [Employee Services](#)

Search [Module Navigation Links](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Hello Michael J. Kelly.
Welcome to Zagweb - Gonzaga University's Web Information System Last web access on 19-AUG-2008 at 02:28pm

[Student & Financial Aid](#)
Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Enrollment Verification Activities; Review Financial Aid requirements & awards; Complete online course evaluations; 1098-T Tuition Statement.

[Search for Classes](#)
Search the class schedule for courses available during a specific term. This option facilitates adding classes to your schedule.

[Electronic Billing, Payment, and Deposits](#)
Review your most recent electronic billing statement. Via **CASHNet**, make a payment on your student Account, or payment of tuition or room deposit.

[Gonzaga Ballots and Surveys](#)
From time to time the University will make available Ballots and/or Surveys for your access. These Ballots/Surveys would include GSBA Elections as well as University questionnaires. Click here to check for ballot availability in the upcoming days.

[GU Whos Who](#)
GU Who's Who is the official student directory. Personal student information available can include photo, student status, email address, phone number, and mailing address. Students who would like to make changes to their personal information must contact the REGISTRAR'S OFFICE. (Law Students contact the Registrar at ext 3731 or on the 2nd floor of the Law Building. All other Students contact the Registrar at ext 6592 or on the 2nd floor of the Administration Building.) Please Note. Student records flagged as "Confidential and Restricted" will NOT be displayed.

[Personal Information](#)
View or update address(es), phone number(s), e-mail address(es), emergency contact information & marital status; View name change & social security number change information; Change your PIN.

[Alumni Services](#)
Find a classmate; Communicate with your alma mater; Update career advisor information; Enter a job posting; Make a pledge; Review giving history; Become a volunteer; Update your volunteer activities; Make a donation on-line using your credit card.

[Employee Services](#)
Employee Earnings Statement; Employee Deduction/Benefits by Calendar Year; Employee W-2 Wage and Tax Statement; Course Catalog; Course Offerings, Hourly Employee Timesheets

[Return to Homepage](#)

5. Click on **Review billing statement/make an electronic payment**

Gonzaga University - Zagweb

Student Services & Financial Aid | Personal Information | Alumni Services | Employee Services

Search [RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Electronic Billing and Payment

76094890 Michael J. Kelly
19-AUG-2008 02:30pm

The following information reflects your most recent billing statement.

Your ID and Name:
Email address used for Notification:
Bill Type:
Most Recent Bill:
Amount Due:
Due Date:

If you want to review a billing statement, make a payment on your account, authorize a payer, pay an application fee or deposit, make a payment for a workshop, continuing education course or other Student Account assessed fee, click the "Enter CASHnet" or "Review billing statement..." link below.

Please NOTE: Gonzaga University has recently undergone a change in preferred ePayment service processors. You will have to re-establish any 3rd-party / parent authorized payer logins with the **CASHNet** system. Follow the appropriate links below. Gonzaga continues to work towards providing you with services that will enhance your Zagweb online experience.

[Review billing statement/make an electronic payment](#) [Test Authorized payer login](#)

RELEASE: 6X.G1 powered by SUNGARD HIGHER EDUCATION

6. Click on **Make Payment** on the top of the screen in the middle

your account : view bills : **make payment** : Selected Payments : help : sign out

Student Accounts

Michael Kelly

Your Account

If your current bill is either an Installment Plan or Statement of Account, any new charges and/or payments will not be reflected in this Amount Due.

Amount Due

Your Bills [View All](#)

There are currently no bills for your account.

Saved Payment Methods

You have no saved payment methods.

Your Recent Payments [View All](#)


You have no recent payments.

Parent PINs [Add New](#)

You currently have no Parent PINs set up.

- Click on **Deposit** on the bottom, left of the screen

your account : 2008 Yahoo! Sports Fantasy Baseball - Cactus League : help : sign out



Student Accounts

Michael Kelly


Your account currently has the following charges:

[Student Account Payments](#)

Please select one of the following options:

[Payment on Account](#)
Make a payment on your Student Account.


[Deposit](#)
If you need to pay a deposit of any kind please select from the following list.



(web3)

- Click on ***Undergrad Tuition Deposit*** for the term that you are beginning at Gonzaga.

your account : view bills : make payment : Selected Payments : help : sign out



Student Accounts

Michael Kelly

[Home](#) > Deposit


If you need to pay a deposit of any kind please select from the following list.

Please select one of the following options:

Undergrad Tuition Deposit Fall 2008	400.00
Undergraduate Tuition Deposit Fall 2009	400.00
Undergraduate Tuition Deposit Spring	400.00
Room Reservation/Damage Deposit	200.00
Summer Room Reservation Deposit	200.00

9. Enter the amount and click **Make Payment** on the bottom, right side of the screen.

your account : view bills : **make payment** : Selected Payments : help : sign out



Student Accounts

Michael Kelly

[Home](#) > [Deposit](#)

Undergrad Tuition Deposit Fall 2008

Amount (\$)


Enter the Amount and click the 'Make Payment' button

Make Payment

(web3)

10. If you are also making a Housing Deposit, click on **Continue Payment Selection** and select **Room Reservation/Damage Deposit** from the list. Then click on **Continue** on the bottom, right side of the screen. If you are not making a Housing Deposit, simply click **Continue** on the bottom, right side of the screen.

your account : view bills : **make payment** : Selected Payments (1 item, \$400.00) : help : sign out



Student Accounts

Michael Kelly

Undergrad Tuition Deposit Fall 2008	Edit Delete	\$400.00
Total Amount		\$400.00


Continue Payment Selection

Continue

(web3)

11. Select your method of payment by clicking on either **Enter new credit card information** or **Enter new electronic check information** and then click on **Continue Checkout**.

your account : view bills : make payment : Selected Payments (1 item, \$400.00) : help : sign out



Student Accounts

Michael Kelly

Select Method of Payment

Enter new credit card information


Enter new electronic check information

[Continue Checkout](#)

(web3)

12. If paying by credit card: Check the box that acknowledges the reading of the terms and conditions and then click on **Continue Checkout**.

your account : view bills : make payment : Selected Payments (1 item, \$400.00) : help : sign out



Student Accounts

Michael Kelly

This site is owned and operated by CASHNet®.

If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of \$11.00.

This charge is assessed by CASHNet®. Service charges are included in your transaction and are paid directly to CASHNet®. Service Charges are non-refundable.

I acknowledge that I have read and accept the [terms and conditions](#) of the CASHNet® User Agreement and I understand that my transaction includes a non-refundable service charge of \$11.00 for the use of CASHNet® SmartPay.

[Review Charges](#) [Cancel My Transaction](#) [Continue Checkout](#)

terms privacy security

13. Fill out all boxes with your credit card information.



Student Accounts

Mich

Please enter your credit card information and click on the 'Continue Checkout' button.

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address Enter the address where you receive the bill for this card.

City

State/Province/Region

Zip/Postal Code

Country

Card ID Code Enter the three or four digit code from your card. [Help](#)

Email Address


(Optional) Please provide a name for this payment method to be saved for future use :

ex: 'My Credit Card' or 'Checking'



14. For Checks: Fill out your checking account information.

your account : view bills : **make payment** : Selected Payments (1 item, \$400.00) : help : sign out



Student Accounts

Michael Kelly

Please enter your bank account information and click on the 'Continue Checkout' button.

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH".

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Account Number

Confirm Account Number

Account Type Checking Savings

Routing Transit Number [What are my Routing Transit and Account Numbers?](#)

Account Holder Name

Email Address

(Optional) Please provide a name for this payment method to be saved for future use :

ex: 'My Credit Card' or 'Checking'

(You'll have a chance to review this order before it's final)

Continue Checkout

(web3)

15. Click on **Continue Checkout**. You will then see a summary of your deposits and payment information. If all is correct, then click **Submit Payment**.