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.” Select “Payment on Account”, “Admission/Tuition Deposits” or “Housing Deposits”.
Please select one of the following options:

1. **Payment on Account**  
   Make a payment on your Student Account

2. **Admission/ Tuition Deposits**  
   If you need to pay an Admission DEPOSIT of any kind please select from the following list by clicking on the ADMISSION DEPOSITS link.

3. **Housing Deposits**  
   If you need to pay a Housing Reservation/ Damage Deposit of any kind please select from the following list by clicking on the HOUSING DEPOSITS link. For GU Owned Off-Campus/ Theme Housing Deposits please visit:  
   https://commerce.cashnet.com/GUHousing

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**PAYMENT TO ACCOUNT SCREEN (YOU FILL IN AMOUNT):**

**OFFICE OF STUDENT ACCOUNTS**

**Student Account Payments**

Amount ($): 

Enter the Amount and click the 'Make Payment' button.
2) DEPOSIT OPTION SCREEN:

Please select one of the following options:

- Undergraduate Tuition Deposit Fall 2016: $400.00
- Graduate School Admission Deposit: $100.00
- RN to Master of Science in Nursing Deposit: $200.00
- Master of Science in Nursing Deposit: $200.00

Insert amount (or click on deposit amount) and click on "Make Payment", then "Continue".

3) HOUSING DEPOSITS SCREEN:

Please select one of the following options:

- Room Reservation/Damage Deposit: $200.00
- Summer Room Reservation Deposit: $200.00

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”.
9) Verify the payment information on the following page and click "Submit Payment" to receive the payment instructions.

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>
</tbody>
</table>

**Total Amount** $1.00

**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]

Submit Payment

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Transaction Pending

RECEIPT NUMBER: 583277 "PENDING"
CUSTOMER: [Redacted]
SMARTPAY
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

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

Thank you for the payment.
Your receipt has been emailed to youyang@zagmail.gonzaga.edu

Email Another Receipt
View Printable Receipt
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 CHINA:**

*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.*

**SAMPLE INSTRUCTIONS FOR CANADA:**

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.