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 Visa, American Express, MasterCard, Diners Club or Discover.

If you have any questions or difficulties, please contact the Admissions Office at 509-313-6572.

1. To get started, go to: https://zagweb.gonzaga.edu
2. Click on Accepted Student Login

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).
4. If this is your first time in Zagweb it will ask you to create a new PIN number. Type the birthday PIN in the first field that you used above (MMDDYY). Then put your new PIN (should be 6 digits) into the next two fields. Then click on Login.

5. Again, if you have not signed into Zagweb before it will direct you to this next screen, which will ask you to create a security question and answer. Enter your new PIN that you created in the previous screen where it says, Please Confirm your Pin. Either select a question from the drop down screen or create your own. Provide an answer for the question. Click Submit.

6. Click on the Student tile
7. Click on **Electronic Billing, Payment, and Deposits, and eRefund**

8. Click on **Enter CASHNET/ Review billing statement, make a payment, enroll in eRefund.**

9. Click on **Make Payment** towards the middle of the screen
10. Click on Admission/Tuition Deposits towards the right hand side of the screen.

11. Click on Undergraduate Tuition Deposit for the term that you are beginning at Gonzaga.
12. Verify the $400.00 amount (if you will start classes in Spring 2020) or the $500.00 amount (if you will start classes in Fall 2020) and click **Make Payment** on the bottom, left side of the screen.

13. If you are also making a Housing Deposit, click on **Make an Additional Payment** and select **Housing Deposits** from the list. If you are not making a Housing Deposit, simply click **Continue** on the bottom, right side of the screen and proceed to step # 16.
14. Verify the $200.00 Housing Deposit amount and click **Make Payment** on the bottom, left side of the screen.
15. Verify that the “Total Amount” of the deposits equals **$600.00** (if you will start classes in **Spring 2020** or $700.00 (if you will start classes in **Fall 2020**). Click on **Continue** on the bottom, right side of the screen.

16. Select your method of payment by clicking on either **Enter new credit card information (for deposits the additional card fee does not apply)**, **Enter new electronic check information** or **Foreign Currency** and then click on **Continue**.
17. Fill out all boxes with your credit card information and click on Continue.

18. Check the box that acknowledges the reading of the terms and conditions and then click on Continue. You will then see a summary of your deposits and your payment information. If all is correct, click Submit Payment.
19. To make a payment from your checking or savings account directly: Fill out your bank account information and then click on **Continue**. You will then see a summary of your deposits and your payment information. If all is correct, click **Submit Payment**.

20. To make a payment using a foreign currency: Enter your home **country** into the “**Paying fees from**” field and click on the **Get a Quote** button. Select the quoted amount based on your preferred currency source. Verify the student information and select “**Next**”. Indicate who will make the payment, “**Student**” or “**Someone Else**”. If someone other than the student will pay, select their relationship to the student and then enter the **Payer Name**, the **Payer’s email address**, the **Payer’s billing address and Bank Name**. Please review the **Terms of Use and Online Privacy Statement** for important information about completing your foreign currency payment with your bank and click on the “**Proceed to payment**” button once you have read the instructions.

21. Remember to follow the instructions on the instruction sheet with your financial institution if you selected **Foreign Currency** as your payment method. This quote is valid for 72 hours.