Finances

Let's review what information you can find under the Finances section of your WINGS Student Center and how you make payments on your bill. Once a term has started, your bill is available to view and to make payments on payments through a secure payment site that is linked to your WINGS Student Center.

Your Bill

On your Student Center Homepage, scroll down to the Finances section directly below the Academics section. Your overall bill will be displayed, along with the amount of that bill that is past due.

Before taking you to the secure site where you can pay your bill, let's review the other links in this section.

If you click on the Account Inquiry link, you will be taken to the summary of your bill where you can also see the recent activity, charges, and payments on your account.
Due dates can be found on the **Charges Due** tab.

### Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review the Details by Due Date table to see the specific charges.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Due Amount</th>
<th>Running Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/17/2018</td>
<td>2,165.20</td>
<td>2,165.20</td>
</tr>
<tr>
<td>11/19/2018</td>
<td>32.48</td>
<td>2,197.68</td>
</tr>
<tr>
<td>12/21/2018</td>
<td>32.97</td>
<td>2,230.65</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

### Details by Due Date

Currency used is US Dollar.
Remember, payments for bills are not submitted here. They have to be submitted through CashNet, which will be reviewed below.

Click on Home in the top red bar to return to the Homepage.

**Financial Aid**

The View Financial Aid, Accept/Decline Awards, and Report Other Financial Aid links will take you to the Financial Aid section of your WINGS Student Center.

In this example, we clicked on View Financial Aid. Click on the top Aid Year to see your most recent financial aid package. From that page, you make Accept or Decline some or all of the aid. If you have questions about the aid, please contact the Financial Aid office. Further links about financial aid can be found in the left column.
Click on Home in the top red bar to return to the Homepage.

How to Make A Payment/Set up Guest Access To Make Payment

Payments on your tuition bill may be done electronically through CashNet using the below directions, by mail, or in person at the Cashier's window (125 Graff Main Hall).

Click on either Make a Deposit/Payment, View My Bill, or Grant Access to View/Pay to be taken out of WINGS to the secure website called CashNet.

In our example, we clicked on View My Bill.
In the CashNet site, you can view past bills and past payments, see the details of your current bill, and pay your current bill.

Guess Access to Pay: Underneath the **Your Recent Payments** section is the Parent Pins section. This is where you can set up access for another person (such as a parent or spouse) to also make payments on your bill. They will receive their own login to the Cashnet site, not to WINGS. Please note that students (not the person paying the bill) are responsible for monitoring their account in WINGS and ensure the bills are paid on time.

Click on **Add New**. Complete the information on the next page. Click OK when done.

To allow a 3rd party access to WINGS, a separate guest account must be set up in WINGS. Separate instructions for that are posted online.
In the **View Bills** section, click on **View** next to the top eBill to see the most recent charges on your account.

Another window or PDF will come up showing the details of that statement, including due date. Notice in this example that this bill is a finance charge (a.k.a. late fee) being added to a bill that has not yet been paid. That means there original tuition bill is in a prior statement. To find that bill, return to the CashNet window and click through the next eBills until you find the original tuition statement. The due date for the first bill is located in that statement. Semester due dates for tuition payments are also located on the Cashier's website which is included at the end of this document or in your WINGS Student Center under **Account Inquiry > Charges Due**, as mentioned earlier.

More information about tuition charges, fees, and payments can be found on the cashier's site at [www.uwlax.edu/cashiers/](http://www.uwlax.edu/cashiers/), under Tuition and Billing > Billing and Registration.