

Here is a reminder about some recent changes at the Bursar's Office:

**ONLINE ELECTRONIC PAYMENT** – As of July 7, 2016 we have a new on-line payment vendor, Nelnet Business Solutions (NBS). To make an online electronic payment by Credit card; Debit card; or Electronic Check log into your SIS account and click the “Make a Payment” link located under the ‘Finance’ section of your Student Center home page.

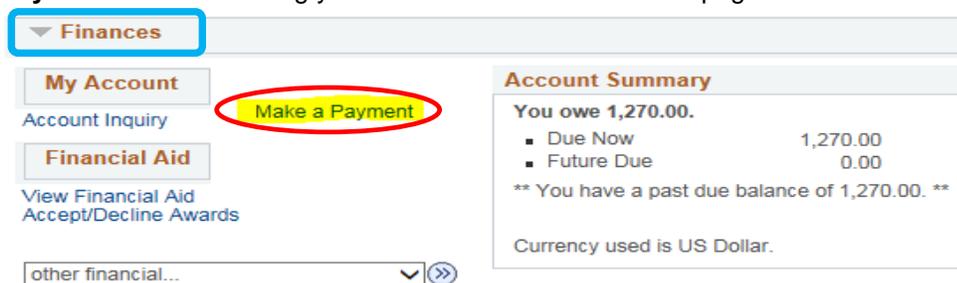
**FREE ON-LINE E-CHECKS** – **There is no fee for paying on-line through the SIS with e-checks.** There is no special setup required with your bank to pay by e-check. Simply enter your bank routing number (found at the bottom left of your checks) and your savings or checking account number on the SIS "Make a Payment" page

**CREDIT CARD / DEBIT CARD** --You can also pay with Visa, MasterCard, American Express or Discover. A 2.75% convenience fee will be added to credit/debit card payments. On-line payments are secure and real-time. As always, you can pay by mail or in person at the Bursar's Office, SS1300.

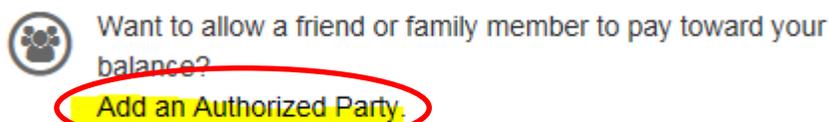
**“GUEST ACCESS”** -- ‘Guest Access’ in SIS is no longer available after the SIS upgrade July 5, 2016. **However** you can setup others as an “Authorized Party” with our online payment vendor, Nelnet Business Solutions. Once the authorized party setup is completed, they will have access to view your financial account information and ability to make online electronic payments through our online payment vendor Nelnet Business Solutions (NBS).

### **Directions to Designating an Authorized Party through SIS**

1. Starting on the Student Center page in SIS, scroll down to the ‘Finance’ section & click on “Make a Payment” which will bring you to the Nelnet Student Home page



2. From the Nelnet Student Home page click “Add an Authorized Party” (lower right side of screen)



Enter the First Name and Last Name of the person to be ‘Authorized’

3. Authorized Party Access: “Include the details that make up my balance”  
Check this box if you would like the ‘Authorized’ party to have the ability to see details on the account balance – if box is *not* checked, the ‘Authorized’ party can only see the balance due
4. Authorized Party Authentication: “Create an Authentication Question and Answer”  
The authentication question will be emailed to the authorized party to setup their access to your account – Please be certain they know the answer to the authentication question
5. Authorized Party Authentication: Enter a current email address for the authorized party
6. Click “SAVE” - An email will be sent to the authorized party (to authorized party email address you entered) with instructions to complete the setup for their Nelnet access
7. Once the authorized party has completed their Nelnet account setup they will have a website link that they can use to view the student’s financial account and make online electronic payments.

**ELECTRONIC REFUNDING, SIGN UP NOW!!** – Don't stand in line to pick up a refund check. You can have your financial aid or other refunds deposited directly into your checking or savings account. Once you sign up, all future refunds will be direct deposit unless you cancel electronic refunding. To sign up, log on to SIS, go to the "Finances" section in the middle of the home page and click on "Electronic Refunds" in the dropdown menu. More information is available on the Bursar's Office website at <http://www.uwgb.edu/bursar/refundinformation>. If you do not sign up, or if you cancel electronic refunding, your refund check can be picked up at the Bursar's Office Cashier Window in room 1300 of the Student Services Building on or after the first day of classes.

**REMEMBER, NO PAPER BILLS WILL BE SENT** - Email notifications are sent to your **campus email address**. You will be directed to your SIS account to view your charges. Use the dropdown menu in the "Finances" section of your SIS home page to access your account detail. You can also sign up parents or others for **SIS GUEST ACCESS** where they can view your financial information and pay on-line if they choose. Click here for the email notification schedule, SIS Guest Access and other billing information <http://www.uwgb.edu/bursar/billinginformation>.

***QUESTIONS?*** Our contact information is below.

Bursar Student Billing Office, SS1300  
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Green Bay, Wisconsin 54311-7001  
920-465-2224  
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