

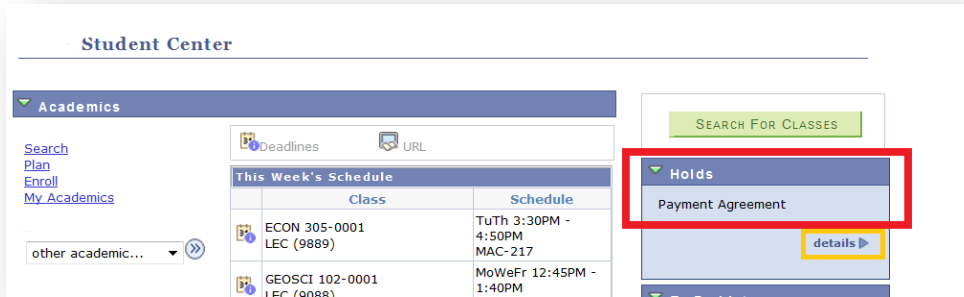
Effective Fall 2013, all students will need to review and agree to a Payment Agreement **prior to being able to register** for upcoming semesters.

This can be done completely on-line, from your SIS account, prior to your registration date. If you do wait to electronically sign the Payment Agreement until your registration date, the process is very simple and should not delay your registration more than a few minutes.

How to know if you have a hold:

The red box below shows the holds area of your SIS account on your Student Center page.

To know what the hold is, click on “**Details**”



Then Select the **Hold Item**

The screenshot shows the 'Your Holds' page. At the top, there is a section titled 'Your Holds'. Below this is a table with the following columns: 'Hold Item', 'Amount', 'Institution', 'Start Term', 'End Term', 'Start Date', 'End Date', and 'Department'. The first row of the table is highlighted in yellow. The data in this row is: 'Payment Agreement', an empty cell, 'USD', 'Univ of Wisconsin-Green Bay', 'Spring 2013', 'Spring 2013', '10/18/2012', an empty cell, and 'Bursar'.

| Hold Item | Amount | Institution | Start Term | End Term | Start Date | End Date | Department |
|-------------------|--------|------------------------------------|-------------|-------------|------------|----------|------------|
| Payment Agreement | | USD Univ of Wisconsin-Green Bay | Spring 2013 | Spring 2013 | 10/18/2012 | | Bursar |

Read the “**Instructions**” section

The screenshot shows the 'Your Holds' page with the 'Hold Item' section expanded to show details for the 'Payment Agreement'. The details include: 'Reason and Contact', 'Description: Univ of Wisconsin-Green Bay', 'Start Term: Fall 2013', 'Start Date: 03/12/2013', 'Reason: Payment Agreement Required', 'Department: Bursar', and 'Contact:'. Below this is the 'Instructions' section, which contains the following text: 'On Student Center page of SIS, go to Finance section, select Payment Agreement from the "Other Finances" dropdown menu. Contact Student Billing with questions at 920-465-2224 or bursar@uwgb.edu.' A red arrow points to the 'Instructions' section.

Payment Agreement

Reason and Contact


Description: Univ of Wisconsin-Green Bay
Start Term: Fall 2013
Start Date: 03/12/2013
Reason: Payment Agreement Required
Department: Bursar
Contact:

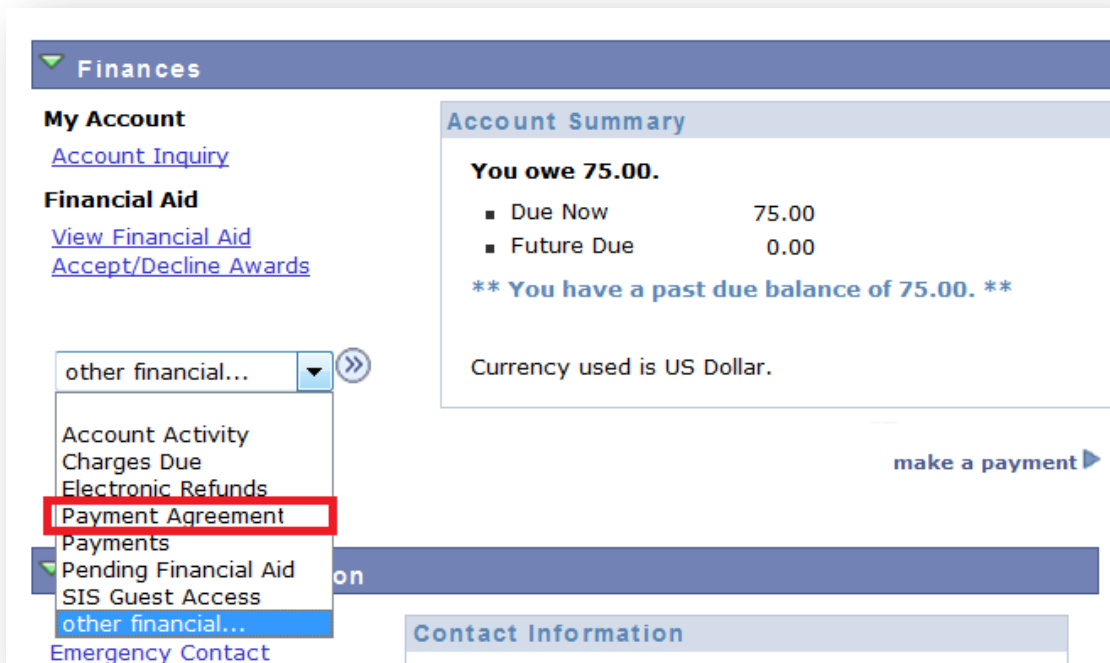
Instructions

On Student Center page of SIS, go to Finance section, select Payment Agreement from the "Other Finances" dropdown menu. Contact Student Billing with questions at 920-465-2224 or bursar@uwgb.edu.

[Return](#)

Where to go to review and agree to the Payment Agreement:

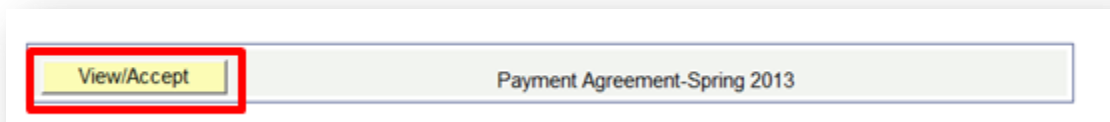
On **your Student Center page**, in the Finances section select the **Payment Agreement** from the drop down menu. Then select the  arrows to continue.



The screenshot shows the 'Finances' section of a student center. On the left, under 'My Account', there are links for 'Account Inquiry' and 'Financial Aid'. Under 'Financial Aid', there are links for 'View Financial Aid' and 'Accept/Decline Awards'. A dropdown menu is open, showing options: 'other financial...', 'Account Activity', 'Charges Due', 'Electronic Refunds', 'Payment Agreement' (highlighted with a red box), 'Payments', 'Pending Financial Aid', 'SIS Guest Access', 'other financial...', and 'Emergency Contact'. To the right, the 'Account Summary' section shows 'You owe 75.00.' with a breakdown: 'Due Now 75.00' and 'Future Due 0.00'. It also states '** You have a past due balance of 75.00. **' and 'Currency used is US Dollar.' There is a 'make a payment' button with a right-pointing arrow.

Select **View/Accept**:

UW-Green Bay Contracts



The screenshot shows a button labeled 'View/Accept' highlighted with a red box. To the right of the button, the text 'Payment Agreement-Spring 2013' is visible.

Step 1: Select “**I consent to Electronic Signature**” and continue to **Step 2**.

E-SIGNATURE CONSENT

By selecting "I consent to Electronic Signature" below, I am hereby consenting to the creation, enforcement and use of my electronic signature to enter into the subsequent "Payment Agreement". I understand that by selecting "I consent to Electronic Signature", I will be granted access to electronically accept the "Payment Agreement" in order to enroll as a student at UW-Green Bay.

If I do not wish to execute the "Payment Agreement" in electronic format, I understand that I need to select "I do not consent to Electronic Signature". I understand that I have the option of executing the "Payment Agreement" in non-electronic format and if I wish to do so, will select "Printer Friendly Version" for a hard copy and will sign it and deliver it to the Bursar's Office, Student Services building room 1300.

I understand that if I do not execute the "Payment Agreement" in either electronic or paper format, I will not be permitted to register for classes at UW-Green Bay.

By selecting "I consent to Electronic Signature" below, I acknowledge that I am able to print and/or download a copy to the "Payment Agreement" if I wish to retain a copy of it.

I consent to Electronic Signature I do not consent to Electronic Signature

You must first specify whether you agree to using an Electronic Signature.

Continue on to Step 2.

Step 2: After reading the Payment Agreement, select your **marital status**:

Student Marital Status

Date of Decree

Required of WI Residents if

Spouse Name

- NON-Wisconsin Resident
- WI Resident Legally Separated
- WI Resident Married
- WI Resident Single

If married, please fill in the information regarding your spouse. When finished, or if Single then select **"I accept the Terms & Conditions."**

Required of WI Residents if Married or Legally Separated

Spouse Name

Spouse's address is same as student's

Address Line 1

Address Line 2

City State Postal Code

You will then see a confirmation or "Date Accepted." There is a **Printer Friendly version** available. Please note the printed version is 5+ pages long.

Code

Date Accepted: 10/19/2012 Signature: Electronic Signature

Printer-friendly version

Close this window