From the front page of your SIS account:

**CLICK ON ACCOUNT INQUIRY**

**Due Now** means you have a current or past due balance. **Future Due** means you have charges not yet due.

This is a quick summary of your account status.

Link to the Bursar's website where fee and billing information can be found.

Click to view account details.
Tabs at the top of Account Activity screen will help you navigate the finance screen.

Or use the “other financial” drill down box on your SIS home page to navigate your Finance screen of your SIS account. Choose option and click double arrows on right side of box.
Due dates are listed under the **Charges Due** tab

Click on “Account Activity” in the Finance drop down box to view your payments, charges and refunds. You can adjust your search using the ‘view by tabs’.
PAYMENTS
You are able to make electronic online payments from your SIS account.

Click on Make a Payment or Manage Refunds link on your Student Center home page.

We accept Credit Card Payments (Visa, Discovery, American Express and Mastercard).

- Debit and Credit Card Payments will have a 2.75% convenience fee charged by our online payment vendor
- Convenience Fee will be directly charged to your credit or debit card

Electronic Checks (e-Check) payments have no fees.

- (Enter your bank routing number and your account number from your check or bank statement – do NOT enter your debit card number if you want free e-check payment)
After you click “Make a Payment or Manage Refund” link on your SIS home page

- Link will bring you to our online payment vendor, Nelnet Business Solutions (NBS)
- Once on the Nelnet screen click “Make a Payment” and choose your payment type (Credit Card, Debit Card, or Electronic Check)
- Follow steps to enter in your credit card or e-check banking information

If you have questions about your SIS account, contact Student Billing at 920-465-2224 or email us at Bursar@uwgb.edu.