

1. Log into GOWMU and go to payment and account information. You will first need to set-up a payment method. On the right side under “My Profile setup” select “Payment Profile”.

My Account Make Payment Payment Plans Deposits Refunds Help

Announcement

Your September 2019 statements are now available. Fall 2019 tuition, fees and resident hall charges were due on August 21, 2019.

Please contact Bronco Express at (269) 387-6000 with financial aid and billing questions.

Monthly service charges (1.5% monthly, 18% annually) will be assessed **on your past due charges unless you previously** enrolled in the University payment plan.

University payment plans are now available for Fall 2019. The last day to enroll in the payment plan is September 27, 2019. Select Payment Plans and enroll now. If you have financial aid and would

Student Account ID:

Balance \$0.00

[View Activity](#) [Make Payment](#)

Statements

Your latest eBill Statement (3/14/19) Statement : \$0.00 [View Statements](#)

My Profile Setup

- Authorized Users
- Personal Profile**
- Payment Profile
- Security Settings
- Electronic Refunds
- Auto Bill Pay

2. Under “Add New Payment Method” select Electronic Check (checking/savings).

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

My Profile

Personal Profile Payment Profile Security Settings

The selected payment method has been removed.

A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page. When you add a bank account as a saved payment method, you can select it for direct deposit of your refunds.

Add New Payment Method

Method [Select](#)

Select Method
Electronic Check (checking/savings)

Electronic Check - Payments can be made from a personal checking or savings account.

- a. Fill in all the required fields. Once all the required fields are filled in, click on Continue.

Add New Payment Method

Method: Electronic Check (checking/savings) Select

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or travelers checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type: Select account type

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

☐ Check here for an international address

*Billing address:

Billing address line two:

*City:

*State/Province: Select State/Province

*Postal Code:

*Save payment method as: (example My Checking)

Refund Options

A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.

Send Code

Cancel Continue

- b. An ACH Payment Agreement will come up. Read it over and then at the bottom of the agreement, click on the box in front of "I Agree". Then click Continue.

This agreement is dated 10/15/19 10:42:22 AM CDT.

For fraud detection purposes, your internet address has been logged: at 10/15/19 10:42:22 AM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: **WMU-Billing@wmich.edu**

Print and retain a copy of this agreement.

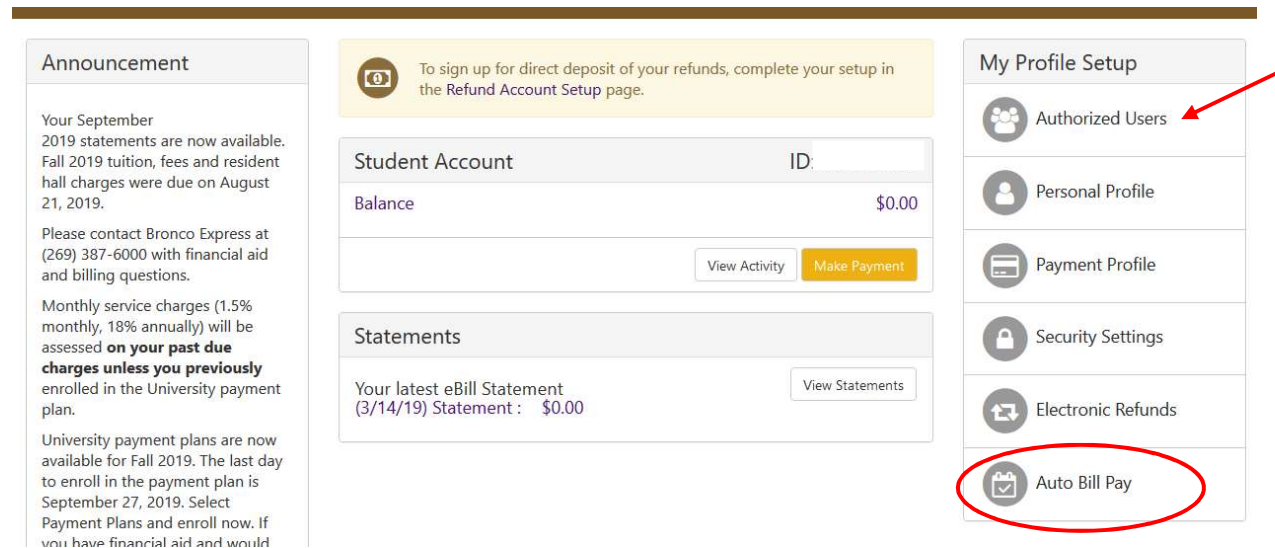
Please check the box below to agree to the terms and continue.

☐ **I Agree**

Print Agreement Cancel Continue

3. Now that you have a saved payment method, you are able to set up auto pay. Click on the Home icon at the top of the screen.

4. Under “My Profile Setup” click on “Auto Bill Pay”



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To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.

Student Account ID:

Balance \$0.00

[View Activity](#) [Make Payment](#)

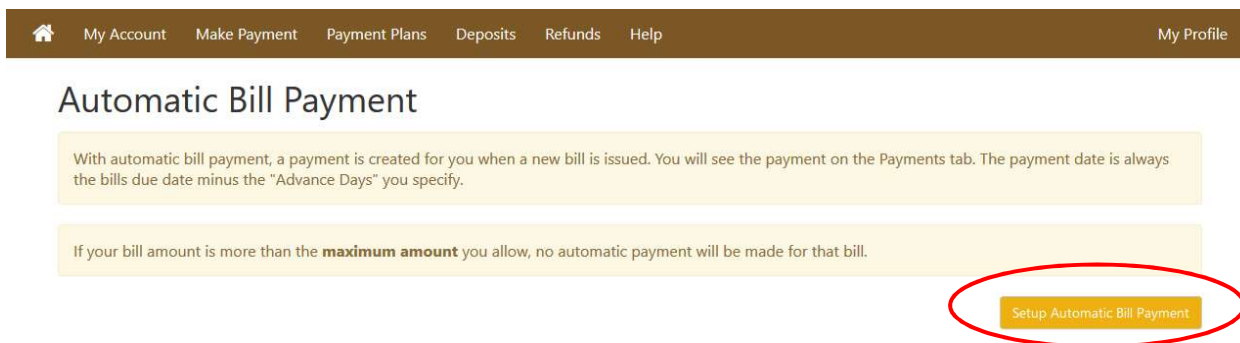
Statements

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My Profile Setup

- [Authorized Users](#)
- [Personal Profile](#)
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- [Security Settings](#)
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- [Auto Bill Pay](#)

5. Once on the Automatic Bill Payment page, click on Setup Automatic Bill Payment.



Automatic Bill Payment

With automatic bill payment, a payment is created for you when a new bill is issued. You will see the payment on the Payments tab. The payment date is always the bills due date minus the “Advance Days” you specify.

If your bill amount is more than the **maximum amount** you allow, no automatic payment will be made for that bill.

[Setup Automatic Bill Payment](#)

6. Under the “Setup Automatic Bill Payment”, fill in the information that is requested.

- Select the Payment Method you just added from the drop-down box.
- In the Maximum payment amount field, enter the maximum payment amount you will authorize. Please be mindful that you consider any future insurance premium increases when establishing the maximum amount. If your insurance premiums increase beyond the amount you establish, your automatic payment will not process. We will only process the automatic payment for the actual amount due.
- In the Days before due date to make payment field, enter the preferred number of days before the due date to make the payment. Most will do 1-5 days before.
- You’ll then need to specify the future date to stop the automatic payment or the number of months you want to allow the

- automatic payment. If your automatic payment authorization has expired, you will need to bring your account balance current and then complete the automatic payment setup again.
- e. Save all the information entered.

Automatic Bill Payment

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Setup Automatic Bill Payment

Payment Method  First State Savings 

Maximum payment amount  500.00

Days before due date to make payment  5

Payment Options

☐ Specify the date to stop making this automatic payment  4/15/20

OR

☒ Specify how many months to allow this automatic payment  12 

Cancel  Save

- f. You'll then get a message saying "Thank you, automatic bill payment has been set up".

Automatic Bill Payment

 Thank you, automatic bill payment has been set up.

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Automatic Bill Payment

Account	Account Number	Method	Advance Days	End Date	Maximum Amount	Actions
WMU Account			5	10/15/20	\$500.00	