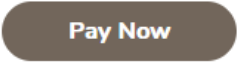


How to view/pay your account

Important Note: Payment is due on the first day of each term and has a six-day grace period. We do our best to ensure all charges are assessed and all financial aid is applied before the bill is available on EagleNet. However, it is not uncommon for a balance to change over time. This may be due to changes in class schedules, addition of textbook fees, or adjustments to financial aid.

INSTRUCTIONS FOR PAYMENT

1. Login to your account at Inside EWU <https://inside.ewu.edu/>.
2. Select **MY ACCOUNT** at the top of the page. This will bring up a menu. Select **Make A Payment** under the STUDENT FINANCIAL SERVICES tab.
3. You may be prompted to select a term. Select the most recent term, then click **Pay Now**.

4. Again, you will be prompted to select a term. Select the most recent term, then select **Pay Now**. This action will take you to our payment portal. **Note: if the page does not appear, you may need to allow popups on your browser.*
5. Select **View Activity** to see specific information about the balance due. Select **Make Payment** to pay your balance or sign up for a payment plan. (Note: you must sign up for a payment plan before the tuition deadline. If the payment deadline has passed, you will not have an option to set up a payment plan.
6. Add charges to your cart, then select continue.
7. Select your payment method, then follow the prompts.

NOTE: We recommend paying via electronic check. Paying with a credit or debit card will result in a 2.85% convenience fee. The minimum fee is \$3.00.

Instructions for viewing your statement

1. Login to your account at Inside EWU <https://inside.ewu.edu/>.
2. Select **MY ACCOUNT** at the top of the page. This will bring up a menu. Select **My Statement** under the STUDENT FINANCIAL SERVICES tab.
3. The next page will bring up your most recent statement.

PLEASE NOTE: The statement you see is a snapshot of what you owed on the date the statement was released. Your actual balance may be different if payments or charges were added after the statement date.

Select “Unbilled” to view charges added after the invoice date.

Select “Payment History” to view recent payments made on your account.