MAKE A PAYMENT

Check it out

To make a payment in PASS, click on the Financial Account tile:

What I owe

When you click on the tile, this screen which will show what you currently owe:

If you have questions about this process, please contact the Center for Distance Learning at 608.342.1468 or DistEd@uwplatt.edu.

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Make a payment
To make a payment, click on Make a Payment. This takes you to the six (6) step payment process.

Step 1
Select payment method and click confirm.

Step 2
Specify your payment amount in the Payment Amount box, then click confirm.
**Step 3**
Confirmation of payment amount. On this page, click confirm.

![Step 3 of 6: Confirm Payment Amount](image)

**Step 4**
Enter your payment information into the Third Party Page and click continue. *Note if any boxes are highlighted in red that indicates an error that needs to be corrected.

![Third Party Page](image)
Step 4 Continued
On the next screen, review and accept the payment terms.

Step 4 Continued
Enter in your account information and click continue.*Note if any boxes are highlighted in red that indicates an error that needs to be corrected.
Step 4 Continued
Review and confirm that all of the information entered is correct, then click continue. There is also a back button this page if any information needs to be corrected.

Step 5
Review the payment summary information provided and click “Submit”.

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Step 6
When the payment process is complete, the transaction status will say “Successfully Posted” and a reference number will be provided. Please keep this reference number for your records.

Finish
When finished, click on EXIT and return to the Financial Account Screen to confirm that the payment posted to your account.