

## WINGS EXPRESS GUIDE to Student Accounts & Billing

Begin the following tasks related to your Student Account and Billing by signing in to WINGS Express. If you do not have your campus user name and password, call WSU Computing and Telecommunications Services (CaTS) at 937-775-4827.

### Student Accounts and Bills

- **Waive Student Health Insurance**
  1. Select the **Student and Financial Aid** link or tab from the WINGS Express main menu.
  2. Select the **Registration and Records** link, then select the **Required Acknowledgment** link. Click **Submit**.
- **Enroll in a Payment Plan**
  1. Select the **Student and Financial Aid** link or tab from the WINGS Express main menu.
  2. Select the **Student Fees** link, then the **Student Account Options** link.
  3. Select the **Enroll in Payment Plan** button, then the **Enroll Now** button, then the **Term**.
  4. Review the installment plan details and click **Continue**.  
Note: The number of payments showing on your payment schedule will depend on whether you are enrolling in the 4-payment plan or the 3-payment plan. The down payment is your first payment.
  5. Click the **Display Payment Schedule** button to see a payment schedule for your installment.
  6. **Set up Automatic Payments:** Choose either **Yes** to schedule automatic installment payments, or **No (recommended)** to pay the installments on your own. Click **Continue**.
  7. Choose a **Payment Method** and follow the instructions under the **“View and Pay Student Fees”** section.
  8. To electronically sign the installment agreement, click the **I Agree** button.
  9. Click the **Continue** button to complete your enrollment.
  10. A receipt will be sent to your WSU email account to confirm payment.
- **Set Up Direct Deposit**
  1. Select the **Student and Financial Aid** link or tab from the WINGS Express main menu.
  2. Select the **Student Fees** link. Select the **Student Account Options** button.
  3. Select option to **Set up Account**. Select an **Account Type** from the drop-down list.
  4. Enter the **Routing Number**. Enter the **Account Number**. Enter the **Account Number** again to **confirm**.
  5. Enter the **Name on the account**. Enter a Name for this saved payment method, ex. Betty’s checking account.
  6. Click on **Continue**. Check the **I Agree** box and click on **Continue**
- **Designate a Parent/Authorized User to Pay Fees**
  1. Select the **Student and Financial Aid** link or tab from the WINGS Express main menu.
  2. Select the **Student Fees** link, then select the **Student Account Options** link, then click the **Set Up Authorized User** button.
  3. Enter the **Authorized User's email address**, answer the three questions on the page then click **Continue**.
  4. Check the **I Agree** box and click on **Continue**. An instructional email will be sent to the authorized user.
  5. **Authorized Users** can log in with their **email address and password** by going to the **RaiderConnect** website and select **Accounts & Bills** tab at the top, then click on the **Access Your Account** link on the right hand side. Under **Parents/Authorized Users** section, select the action you want to take.
- **Print Receipts**
  1. Select the **Student and Financial Aid** link or tab from the WINGS Express main menu.
  2. Select the **Student Fees** link, then select the **Student Account Options** link.
  3. Click the **View Current Account Activity** button. Select the desired term and click **Go**. Your receipt will be displayed. This information is also on your monthly e-bill statements.

- **Log In as a Parent/Authorized User to Pay Fees**
  1. Parents/Authorized Users log-in by going to the [RaiderConnect](#) website, click on the **Accounts & Bills** tab at the top, then click on the **Access Your Account** link at the right. Scroll down to the Parent/Authorized Users section and **"View and Pay Bill"**. Enter the parent/authorized user's e-mail address and the password that was sent when the student set up the Authorized User.
  2. Next, authenticate yourself by entering your full name, a new password, confirm password, click **Save**.
  3. Click **Make Payment** and then **Make a Payment**.
  4. Review the **Account Payment** screen to ensure the **Amount due** and the **Payment Date** are correct. Click inside the boxes if you want to change the amount or the payment date. Click **Continue**.
  5. Select a **Payment Method** and click on **Select**.
  6. If paying by Bank Account (Checking / Savings), select the **Account Type**.
  7. Enter the **Routing Number**. Enter the **Account Number** then enter the **Account Number** again to confirm.
  8. Enter the **Name on the Account**. If you wish, place a check mark in the **Save the Payment Method for future use** check box. Enter a name to save the method (ex. Betty's checking account). Click **Continue**.
  9. Check the **I Agree** box and then click on **Submit Payment**. A receipt will be sent to your email account to confirm payment.
- **Set Up a Secondary Email Address**
  1. Select the **Student and Financial Aid** link or tab from the WINGS Express main menu.
  2. Select the **Student Fees** link, and then the **Student Account Options** link.
  3. Select View **'My Account' Summary**.
  4. Select **Notifications** under **My Profile Setup**.
  5. Enter an **email address** in the **secondary email address** field and click the **Save Changes** button.  
**Note:** The secondary email address **ONLY** applies to your Student Account statement. ALL other WSU communications will be sent to your campus email account.

## View Bills and Pay Student Fees

- **To View Bills:**
  1. Select the Student and Financial Aid link, then select the **Student Fees** link.
  2. Select the **Student Account Options** link, then click **View Billing Statements** button.
  3. Under **Most Recent Billing Statement**, select the action **View**.
- **To Make a Payment:**
  1. Select the **Student and Financial Aid** link or tab from the WINGS Express main menu.
  2. Select the **Student Fees** link, then select the **Student Account Options** link.
  3. Select **Make a Payment** button. Review the **Account Payment** screen to ensure amount to be paid and the payment date is correct. Click inside the box to change the amount or the date of payment. Click **Continue**.
  4. Select a **Payment Method** then click on **Select**.
  5. If paying by Bank Account (Checking / Savings), select the **Account Type**.
  6. Enter the **Routing Number** for the account, and the **Account Number**. Re-enter **Account Number** to confirm.
  7. Enter the **Name on the Account**. If you wish, place a checkmark in the **Save the Payment Method for future use** check box. Enter a name to save the method (ex. Betty's checking account). Click **Continue**.
  8. Check the **I Agree** button and then click on **Submit Payment**. A receipt will be sent to your e-mail account to confirm payment.
- **View IRS 1098-T Notification**
  1. Select the **Student and Financial Aid** link or tab from the WINGS Express main menu.
  2. Select the **Student Fees** link.
  3. Select the **IRS 1098-T Notification** link. You will be required to authenticate with your UID and PIN.
  4. Click the **Submit** button.
  5. OR select **View Billing Statements** and scroll down the page to find 1098-T.