Hello! The following instructions will help you pay your tuition and/or housing deposit(s) online for Gonzaga University. You may pay with a credit card, or have funds taken out of your checking or savings account with an electronic check. We accept Visa, American Express, MasterCard, Diners Club or Discover.

If you have any questions or difficulties, please contact the Admissions Office at 800-322-2584.

1. To get started, go to: http://zagweb.gonzaga.edu
2. Click on Enter Secure Area
3. Enter your User ID and PIN and click Login. If you have used ZagWeb before, you should already know your User ID and Pin. If this is your first time using ZagWeb, your User ID is your Gonzaga ID# and your Pin is your birth date (mmddyy)
4. If this is your first time in Zagweb it will ask you to create a new PIN number. Type the birthday PIN in the first field that you used above. Then put your new PIN (should be 6 digits) into the next two fields. Then click on Login.
5. Again, if you have not signed into Zagweb before it will direct you to this next screen which will ask you to create a security question and answer. Enter your new PIN that you created in the previous screen where it says, **Please Confirm your Pin**. Either select a question from the drop down screen or create your own. Provide an answer for the question. Click **Submit**.

6. Click on **Electronic Billing, Payment, and Deposits, and eRefund**
7. Click on **Enter CASHNET/ Review billing statement/make a payment, enroll in eRefund.**

8. Click on **Make Payment** on the top of the screen in the middle.
9. Click on **Admission/Tuition Deposits** from the middle of the screen, towards the right hand side.
10. Click on **Undergraduate Tuition Deposit** for the term that you are beginning at Gonzaga.
11. Verify the $400.00 amount and click **Make Payment** on the bottom, left side of the screen.
12. If you are also making a Housing Deposit, click on **Make an Additional Payment** and select **Housing Deposits** from the list. If you are not making a Housing Deposit, simply click **Continue** on the bottom, right side of the screen and proceed to step # 16.

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Edit</th>
<th>Delete</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Tuition Deposit</td>
<td>$400.00</td>
<td></td>
<td>$400.00</td>
</tr>
</tbody>
</table>

Total Amount: $400.00

[Make An Additional Payment] [Continue]
Please select one of the following options:

- **Payment on Account**
  Make a payment on your Student Account.

- **Admission/Tuition Deposits**
  If you need to pay an Admission Deposit of any kind, please select from the following list by clicking on the ADMISSION DEPOSITS link.

- **Housing Deposits**
  If you need to pay a Housing Reservation Deposit or any kind, please select from the following list by clicking on the HOUSING DEPOSITS link. For OUI-Owned Off-Campus/Theme Housing Deposits, please visit:
  https://commerce.cashnet.com/GUH
13. Verify the $200.00 amount and click **Make Payment** on the bottom, right side of the screen.
14. Verify that the “Total Amount” of both deposits are $600.00. Click on Continue on the bottom, right side of the screen.
15. Select your method of payment by clicking on either *Enter new credit card information (for deposits the additional card fee does not apply)*, *Enter new electronic check information* or *Foreign Currency* and then click on *Continue*. 
16. Fill out all boxes with your credit card information and click on **Continue**.
17. Check the box that acknowledges the reading of the terms and conditions and then click on Continue.
18. To make a payment from your checking or savings account directly: Fill out your bank account information and then click on Continue.
19. To make a payment using a foreign currency: Select your country and currency of origin and fill in the name of the person making the payment in the Remitter Name field and enter your email address into the Email Address field. Please read through the Terms & Conditions for important information about completing your foreign currency payment with your bank and click on the “Yes, I have read and understood the above information and wish to proceed” box once you have read the instructions. Click on Continue.

20. You will then see a summary of your deposits and your payment information. If all is correct, then click Submit Payment. Remember to follow the instructions on the instruction sheet with your financial institution if you selected Foreign Currency as your payment method.