



Paying-the-Bill Checklist

- ✓ Check my account to view my student account balance and details at mwsu.edu/onlinepayments
 - User ID (Mustang ID) and PIN (default is DOB in MMDDYY format)
- ✓ Submit documentation for waivers, exemptions and third party contracts as early as possible
- ✓ Review and accept my Financial Aid - Login to WebWorld, select the Financial Aid tab, select correct Aid year, then select Accept Award offer tab
- ✓ View my aid after it has disbursed to my student account
- ✓ Verify my account to make sure all applicable waivers, exemptions, and third party credits have posted to my account
- ✓ Pay on my account - Go to mwsu.edu/onlinepayments
 - To pay in full select "Make a Payment" or to enroll in a payment plan select "Payment Plan"
- ✓ Check pre-registration payment due date at mwsu.edu/busoffice/pb-schedule
 - Failure to meet this date may result in the cancellation of my registration and the addition of late fees to my account
- ✓ Give my parent or bill payer authorization to receive notifications via email and view/pay my bill online at mwsu.edu/onlinepayment - Select "Authorized Users"
- ✓ Make sure I have a Release of Information (FERPA form) on file to allow MSU representatives to speak with my parent or bill payer should the need arise
- ✓ Sign up for Direct Deposit to get my refund fast at mwsu.edu/onlinepayments
- ✓ Buy books - Book loan information available at mwsu.edu/finaid/book-voucher
- ✓ Go to class - Academic calendar can be found at mwsu.edu/registrar/calendars

See Business Office website for more information at mwsu.edu/busoffice/index