CI Payment

From the Home page of Stout’s website go to the "Logins" tab at the top of the page to get to Access Stout. Then, Select “Access Stout” in the "Personal Accounts" category.

Start with a personal computer because some businesses block online payments from work computers. You will also need to use Internet Explorer, Firefox, or Safari because our system is not compatible with Google Chrome.

Navigate to www.uwstout.edu and select logins from the top menu, select AccessStout under the heading ‘Personal Accounts and then Sign In.

1. Login to AccessStout
2. Select Self Service.
Choose **Student Center**

Select **Make a Payment/View Bill**

*Inspiring Innovation. Learn more at [www.uwstout.edu/regrec](http://www.uwstout.edu/regrec)*
Sign into the system again using the same User ID and Password as AccessStout

Under **My Account** and next to **View Account** there will be a drop down box with Campus Student in it, use the down arrow to select **Customized Instruction** and select the **Go** button.

Select **Customized Instruction**

Select **Make a Payment**
Select **Pay by Term** and enter your payment amount then select **Continue**

Select your **Payment Method**

- **Select Payment**
  - Current account balance: $20.00
  - Amount due: $0.00
  - Pay by term: $20.00
  - 2013 Spring: $0.00

- **Payment Date**: 2/19/13
- **Memo**:
- **Continue**

- **Select Payment Method**
  - Payment amount: $20.00
  - Payment method: **Select Payment Method**
    - **Select**
    - **Previous Step**
    - **Cancel**

- **Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

- **Credit Card** - We accept the following credit cards:
  - Visa
  - MasterCard
  - American Express
  - Discover

- **Secure Vault Payments** - You will be redirected to your bank's secure website to complete the transaction.
At the Confirmation Page look over your order and then select ‘Submit Payment’

Save your Receipt