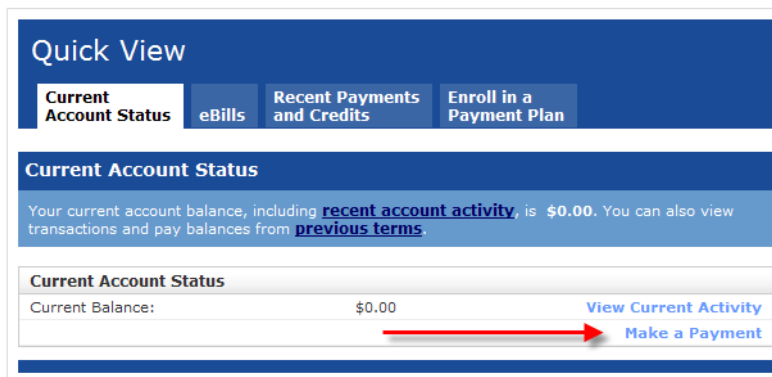


How to Make Housing Deposit Payments

After completing your housing application, you will be required to pay your housing deposit. You will receive the following message, "You will be redirected to the Bill and Payment system so you can process your Housing Deposit and Application payment. Please select "Housing Deposit/App" when you are asked to "Select a term for this payment"."

You will be redirected to a site that contains the following:



The screenshot shows a 'Quick View' dashboard with a blue header. Below the header are four tabs: 'Current Account Status' (selected), 'eBills', 'Recent Payments and Credits', and 'Enroll in a Payment Plan'. The main content area is titled 'Current Account Status' and contains the text: 'Your current account balance, including recent account activity, is \$0.00. You can also view transactions and pay balances from previous terms.' Below this is a table with the following data:

Current Account Status	
Current Balance:	\$0.00

To the right of the table are two links: 'View Current Activity' and 'Make a Payment'. A red arrow points from the 'Make a Payment' link to the right.

Click on "Make a Payment"

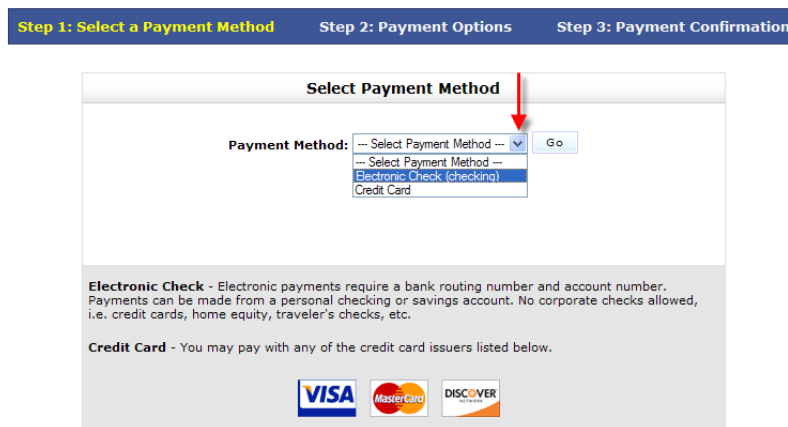


The screenshot shows a 'Payments' section with a navigation bar containing 'Payments', 'Payment Plans', and 'My Profiles'. Below the navigation bar are three links: 'Make a Payment' (highlighted), 'Payment History', and 'Automatic Bill Payment'. Below this is a table with the following data:

	Statement Date	Statement Amount	Current Balance*	Action
Payment Due On 12/30/2009	12/30/2009	\$7.00	\$0.00	Pay 

Below the table is a note: 'nce includes activity since your last statement, including recent payments and new charges.' A red arrow points up to the 'Pay' button in the table.

Click on "Pay"



The screenshot shows a 'Select Payment Method' screen with a blue header. Below the header are three steps: 'Step 1: Select a Payment Method' (highlighted), 'Step 2: Payment Options', and 'Step 3: Payment Confirmation'. The main content area has a 'Payment Method:' label followed by a dropdown menu and a 'Go' button. The dropdown menu is open, showing three options: '--- Select Payment Method ---', '--- Select Payment Method ---', and 'Electronic Check (checking)'. A red arrow points down to the dropdown menu. Below the dropdown menu are two sections: 'Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc.' and 'Credit Card - You may pay with any of the credit card issuers listed below.' At the bottom are three logos: VISA, MasterCard, and DISCOVER.

Click on the drop down arrow by Payment Method.

If you have established a payment method in the past, that method will appear in the drop down list for you to select. Select the payment method and press “Go”

If this is your first time making a payment online, you will have to create a new payment method by selecting “Electronic Check” or “Credit Card”. Because Housing requires students to pay in full upfront or be on a Weber State Monthly Payment Plan, we encourage you to save your new payment method for future use.

Screen for Adding Credit Cards

The screenshot shows a form titled "Choose Payment Type" with a sub-section "Account Information". It includes fields for Card Number, Cardholder Name, Expiration Date (with dropdowns for month and year), and Credit Card Type. Below these is an "Option to Save" section with a checkbox for "Save this payment method for future use" and a "Save Payment Method As:" field with a placeholder "(e.g. My CreditCard)". At the bottom are three buttons: "< Back", "Cancel", and "Continue".

Screen for Adding Checking Accounts

The screenshot shows a form titled "Bank Account Information" with a sub-section "Option to Save". It includes fields for ABA Routing Number (with a "View Illustration" link), Account Number, Confirm Account Number, and Name on Account. Below these is an "Option to Save" section with a checkbox for "Save this payment method for future use" and a "Save Payment Method As:" field with a placeholder "(e.g. Primary Checking)". At the bottom are three buttons: "<< Back", "Cancel", and "Continue".

Once you have selected a previous payment method or created a new method, the Payment Options screen appears.




The screenshot shows a blue header bar with the text ": Payment Options" and "Step 3: Payment Confirmation". Below is a form titled "Payment Options" with fields for "Select a term for this payment:", "Payment Amount:", and "Memo:". A dropdown menu is open for the "Select a term" field, showing options: "Summer 2010", "Parking Payments", "Loan/Collection Pmt", "Housing Deposit/App", "Fall 2010", and "Summer 2010". A red arrow points to the "Housing Deposit/App" option.

****VERY IMPORTANT**** Select the “Housing Deposit/App” option from the term drop down list.

Step 1: Select a Payment Method

Step 2: Payment Options

Step 3: Payment Confirmation


Payment Method		Payment Options	
Payment Method:	Your Payment Method	Select a term for this payment:	Housing Deposit/App <input type="button" value="v"/>
Account Number:	xxxxxxxxxxxx	Payment Amount:	\$ 150.00 
Expiration Date:	Your Expiration Date	Memo:	<input type="text"/>
		Payment Date:	06/03/2010 
	<input type="button" value="Cancel"/>	<input type="button" value="Continue"/>	

Once you have selected "Housing Deposit/App" for the term, enter \$150 in the "Payment Amount" and press "Continue".

Step 1: Select a Payment Method

Step 2: Payment Options

Step 3: Payment Confirmation

Payment Method		Payment Options	
Payment Method:	Your Payment Method	Payment Date:	06/03/2010
Account Number:	xxxxxxxxxxxx	Memo:	--
Expiration Date:	Your Expiration Date	Term Selected:	Housing Deposit/App
		Payment Amount:	\$150.00
			Change these values
	<input type="button" value="Cancel"/>	<input type="button" value="Submit Payment"/>	

A confirmation screen appears. Click "Submit Payment".

Home eBills **Payments** Payment Plans My Profiles

[Make a Payment](#) | [Payment History](#) | [Automatic Bill Payment](#)

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Make sure you receive the above screen. This is the official notice that your payment went through.

For additional questions, please call the Cashier's Office at 801-626-8006.