How to pay the confirmation deposit for returning students

Use these instructions:

- if you are a returning student;
- if you have a confirmation deposit hold;
- or if you are a new student and your initial confirmation deposit was rejected.

If you have a Confirmation Deposit hold or if you are a new student, please continue with your admissions tasks, including applying for on-campus housing, etc. This hold will not prevent you from continuing admissions or housing processes.

Step 1: Students log in to [Buff Portal](#) using your IdentiKey. If you need help, see [Activate My IdentiKey](#).

Step 2: Enter "confirmation deposit" in the Buff Portal search bar. Click **Returning Student Confirmation Deposit Payment** to open the card.

Step 3: Click on the **Pay Confirmation Deposit Now**.
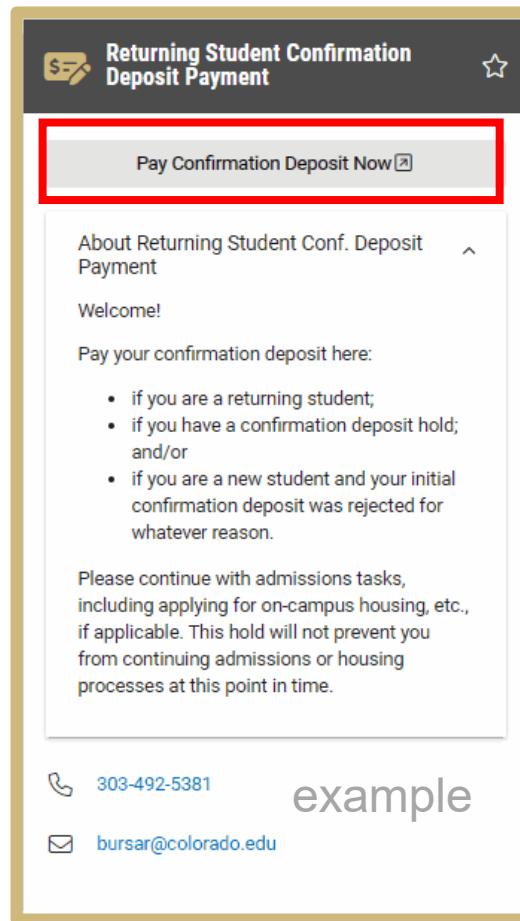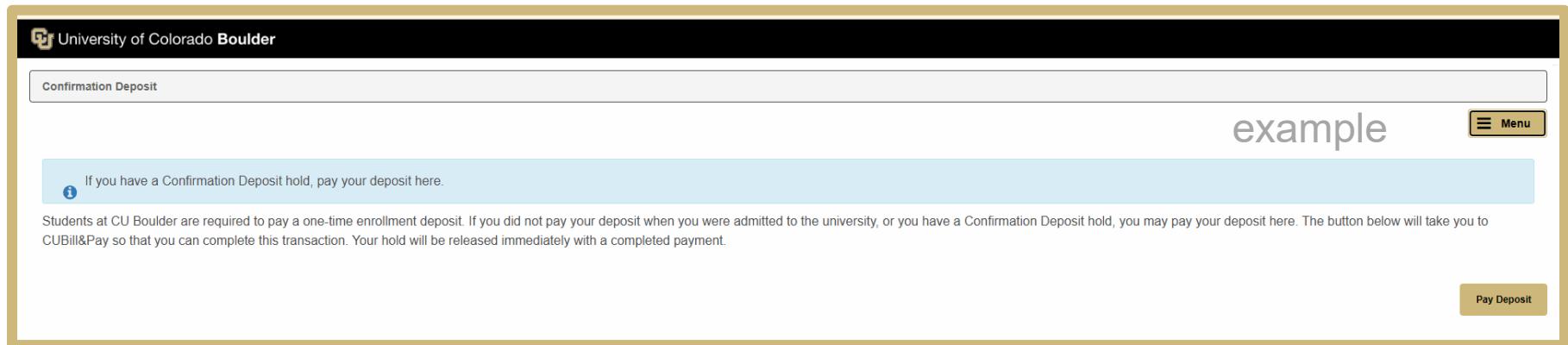
Bursar's Office
UNIVERSITY OF COLORADO **BOULDER**

Step 4: Click **Pay Deposit**.

Step 5: Click **Allow**.
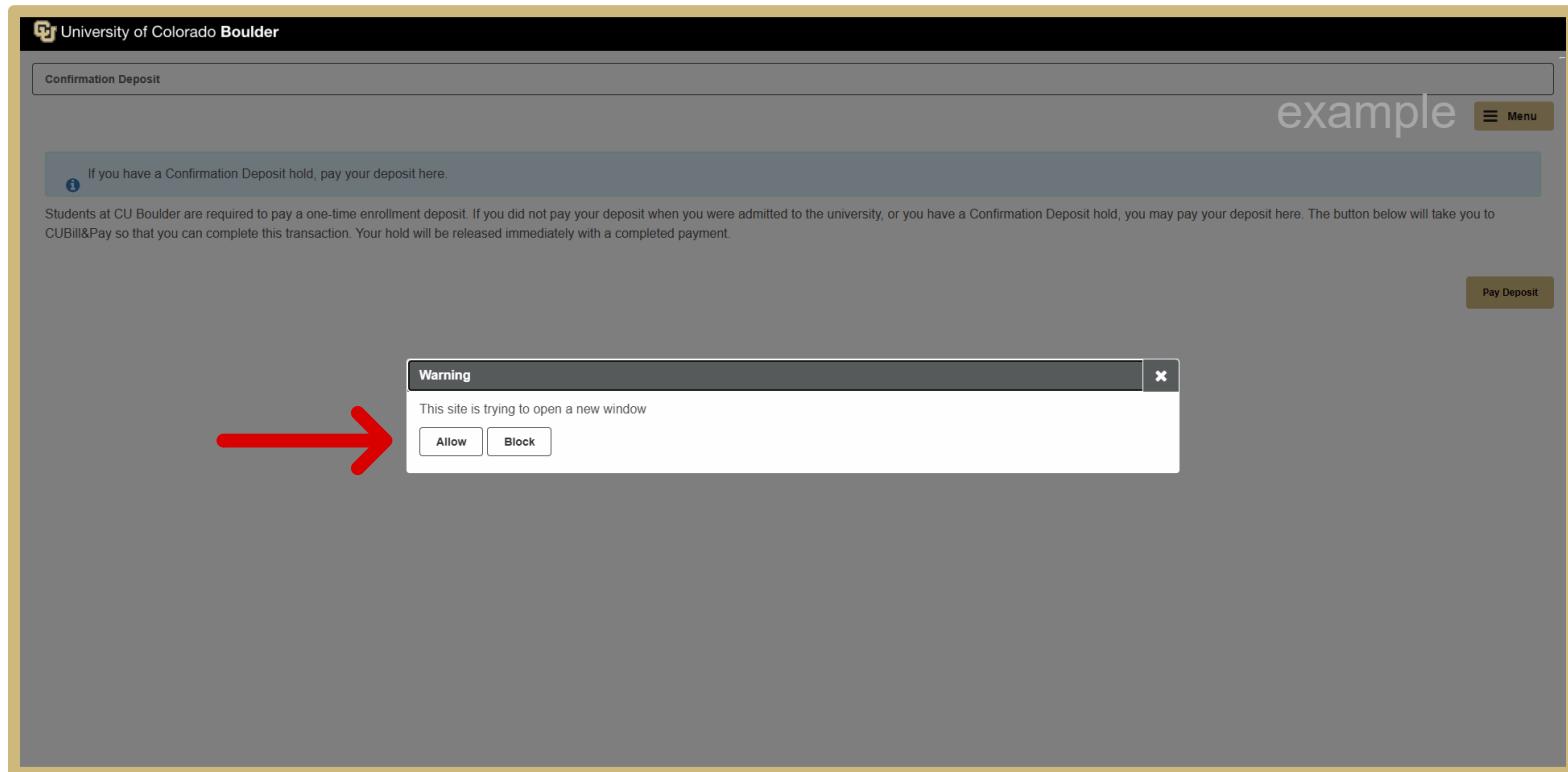
Step 6: Enter payment amount and click **Next - Payment Method.**

Step 7: Choose a payment method. *(A nonrefundable 2.85% service fee is assessed by Nelnet Campus Commerce for all debit or credit transactions. We encourage payment from a checking or savings account (eCheck) in order to save money and avoid paying the service fee charged by Nelnet. Paying with eCheck is secure, fast and free.)*
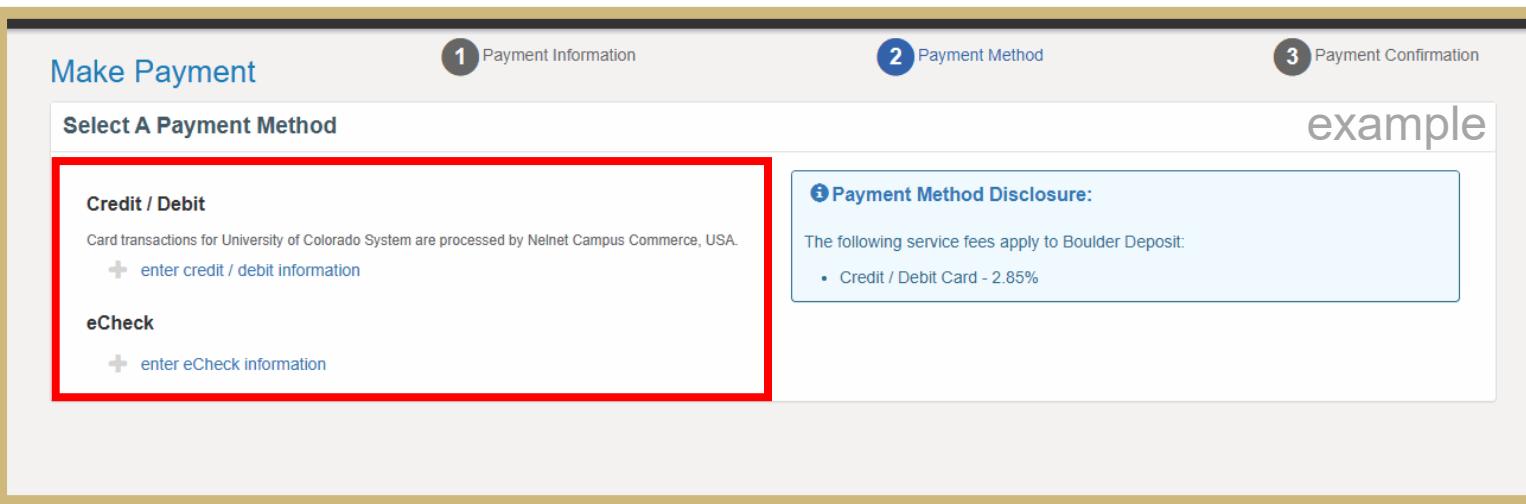
Step 8: Enter payment information for the payment method you chose and click **Submit Payment.**

If you are paying with eCheck:

If you are paying with a credit or debit card:

Step 9: Your deposit is now paid. If you paid with a credit or debit card, you will see two receipts and receive two separate emails: one for the confirmation deposit payment and one for the service fee payment.

If you are paying with eCheck:

If you are paying with a credit/debit card:

Separate receipt for service fee