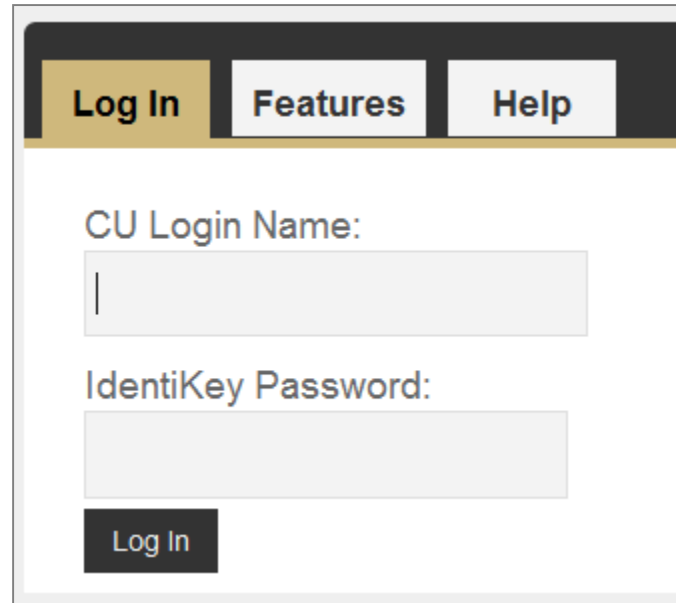


How to pay a confirmation deposit for returning students

Students will need to log in to [MyCUInfo](#) using your activated IdentiKey. If you need help activating your IdentiKey, see [IdentiKey – Primary Account Activation](#).



Step 1: Students log in to [MyCUInfo](#).



The screenshot shows a web interface for logging in. At the top, there is a dark navigation bar with three buttons: "Log In" (highlighted in gold), "Features", and "Help". Below this, the main content area is white. It contains the label "CU Login Name:" followed by a light gray text input field with a vertical cursor. Below that is the label "IdentiKey Password:" followed by another light gray text input field. At the bottom left of the form is a dark gray "Log In" button.

Step 2: Some students may need to select the **Student** tab. Then select the **Billing Information** tab and click **Confirmation Deposit For Returning Students**.

The screenshot shows the Bursar's Office website interface. At the top, the 'Student' tab is highlighted with a red circle. Below it, the 'Billing Information' tab is also highlighted with a red circle. The main content area displays account balances: 'Main Campus Balance: \$0.00' and 'Continuing Ed Balance: \$0.00'. A note states: 'Check your bill or payment plan for specific details. If you complete transactions that impact the balance such as payment, health insurance selection, drop/add, etc., then the balance will update in 24 hours.' Below this, it says 'Spring 2018 payment plans are available now.' and 'Spring 2018 bills will be available by January 11.' The payment due date is 'February 5.' On the right, there is a 'HAVE A QUESTION?' section with contact information for the Main Campus and Continuing Ed Bursar's Offices. At the bottom, under 'Other Billing Services', the link 'Confirmation Deposit For Returning Students' is highlighted with a red circle.

Step 3: Click **Pay Deposit**.

The screenshot shows a web interface for a 'Confirmation Deposit'. At the top left, the text 'Confirmation Deposit' is displayed. At the top right, the word 'example' is shown in a large, light grey font. Below the title, there is a 'Menu' button with a hamburger icon. A light blue information banner contains an information icon and the text: 'If you have a Confirmation Deposit hold, pay your deposit here.' Below this banner, a paragraph of text explains that students at CU Boulder are required to pay a one-time enrollment deposit and that the 'Pay Deposit' button will take them to CUBill&Pay to complete the transaction. The 'Pay Deposit' button is a gold-colored button located at the bottom right of the page, and it is circled in red.

Step 4: Select a payment method. ECheck is an electronic transfer payment made online using a traditional U.S. checking or savings account. There is no additional fee if you use eCheck. If you choose to pay with a U.S. credit/debit card, you are charged a **2.75 percent service fee** by NelNet Campus Commerce.

Select Payment Method

example

We encourage online payment from a traditional U.S. checking or savings in order to avoid fees associated with credit card transactions. A nonrefundable 2.75 percent service fee is charged by NelNet Business Solutions if you pay using a U.S. credit or debit card.

Other fees may apply when transferring money internationally.



Payment Amount

Account: Boulder Confirmation Deposits

Payment Amount: 200.00

Total Amount: 200.00

Payment Method:

Continue

Reset

Step 5: Complete payment information for your chosen method of payment and click **Continue**.

ECheck payment

Provide eCheck Information example

Please enter your check information in the following fields, and then click "Continue".

NOTE: All fields are required. Please be aware that not all payments from brokerage, mutual fund, money market, credit card check, be made online. Please check with your bank representative.

For help, please click on the question mark next to a field.

Current Payment

Boulder Confirmation Deposits	Payment Amount:	\$200.00
	Effective Date:	

Account Information

Holder's Name:

Account Type: CHECKING ▼

Routing Number: ?

Account Number: ?

Reenter Account Number:

Contact Information

Email Address:

Continue
Cancel

Credit/debit card payment

Service Fee Notice example

*****READ THIS IMPORTANT FEE INFORMATION*****

Credit and debit card payments are processed by Nelnet Business Solutions through NTS. Nelnet Business Solutions provides third-party transaction processing services, operating under an agreement with your institution to process credit and debit card payments on your behalf.

You will be charged a 2.75% Service Fee* for processing your payment. This means that the Service Fee amount is calculated based on 2.75% of your total payment amount. The 2.75% Service Fee is added to your payment and will appear as a separate item on your credit or debit card statement. The Service Fee is not a fee assessed by your institution. The Service Fee is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back. **BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE.**

Please enter your credit or debit card information in the following fields and then click the "Continue" button.

NOTE: All fields are required. For help, please click on the question mark next to a field.

Current Payment

Boulder Confirmation Deposits	Payment Amount:	\$200.00
	Service Fee*:	\$5.50
	Total Amount:	\$205.50
	Effective Date:	

Credit Card Information

Cardholder's Name: > Virtual Keypad

Card Type: MASTERCARD ▼

Credit Card Number:

Reenter Card Number:

Expiration Date: -- MONTH -- ▼ / -- YEAR -- ▼

Contact Information

Email Address:

Continue
Cancel

Step 6: Confirm that the information is correct. Note that you will be charged a 2.75 percent service fee for credit/debit card transactions. Click **Confirm**.

ECheck payment

Is this eCheck information correct?

Please confirm that your eCheck information is entered correctly.

example

- To submit a payment, please click the "Confirm" button.
- To make changes, please click the "Edit" button.
- To cancel a payment, please click the "Cancel" button.

Current Payment

Boulder Confirmation Deposits	Payment Amount:	\$200.00
	Effective Date:	

Account Information

Holder's Name: your name
 Account Type: CHECKING
 Routing Number: 307074580 (ELEVATIONS CREDIT UNION)
 Account Number: ending with 1

Contact Information

Email Address: your email

I hereby authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above at the depository financial institution named above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.
NOTE: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.
Non-Sufficient Funds Statement: Should any check be returned from the bank due to insufficient funds, the face value of the check and a NSF fee will be charged to your account.

Credit/debit card payment

Service Fee Notice

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**BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE.
 VERIFY CREDIT OR DEBIT CARD INFORMATION**

example

Current Payment

Boulder Confirmation Deposits	Payment Amount:	\$200.00
	Service Fee*:	\$5.50
	Total Amount:	\$205.50
	Effective Date:	

Credit Card Information

Cardholder's Name: your name
 Card Type: VISA
 Credit Card Number: ending with 0000
 Expiration Date: 09 / 2099

Contact Information

Email Address: your email

Step 7: While your payment is processing, you will see this message.

Processing Payment

Processing your payment could take up to 1 minute, please wait until you receive the receipt page.

Step 8: This is your payment receipt. You will also receive an email. If you paid with a credit or debit card, you will see two receipts and receive two separate emails: one for the confirmation deposit and one for the service fee. This process is complete.

ECheck payment

Payment Receipt example

This is your receipt.

Please click the Print icon to generate a printer-friendly version for your records. [Print](#)

The payment has been submitted by your name. Thank you.

Confirmation Number: 0000000000

Payment Date: Apr 3, 2017 at 10:36 AM, MDT

Effective Date: Apr 3, 2017

Primary User Id: 000000000

Primary User Name: your name

Account: Boulder Confirmation Deposits

Payment Amount: \$200.00

Holder's Name: your name

Payment Method: CHECKING ending with 1

Routing Number: 0000000000

Contact Info: your email

Thank you for your payment.

Credit/debit card payment

Payment Receipt example

This is your receipt.

Please click the Print icon to generate a printer-friendly version for your records. [Print](#)

The payment has been submitted by your name. Thank you.

Confirmation Number: 0000000000

Payment Date: Mar 24, 2017 at 10:48 AM, MDT

Effective Date: Mar 24, 2017

Primary User Id:

Primary User Name:

Account: Boulder Confirmation Deposits

Payment Amount: \$200.00

Cardholder's Name:

Payment Method: MASTERCARD

Contact Info:

Thank you for your payment.

The fee has been submitted by your name. Thank you.

Confirmation Number: 0000000000

Payment Date: Mar 24, 2017 at 10:48 AM, MDT

Effective Date: Mar 24, 2017

Primary User Id:

Primary User Name:

Account: Boulder Confirmation Deposits

Service Fee: \$5.50

Cardholder's Name:

Payment Method: MASTERCARD

Contact Info:

Separate receipt for service fee