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: Locate the Tuition & Fees card.
Step 3: Click on the card menu (the three vertical dots in the upper right corner) and then click **Confirmation Deposit**.
Step 4: Click **Pay Deposit**.
Step 5: Click **Pay Deposit**.
Step 6: Choose a payment method. If you pay with a credit or debit card, you will be charged a nonrefundable 2.75 percent service fee (charged by NelNet Campus Commerce). We encourage payment from a checking or savings account (eCheck) in order to save money and avoid paying this fee. Paying with eCheck is secure, fast and free.
Step 7: Enter payment information for the payment method you chose and click Continue.

If you are paying with eCheck:

Provide ECheck information

Order Description: Wescott Confirmation Deposits
Payment Amount: $250.00
Effective Date: 01/02/2020

Account Information

Holder’s Name: 
Account Type: CHECKING
Routing Number: 
Account Number: 
Member Account Number:

Contact Information

Email Address:

If you are paying with a credit or debit card:

Service Fee Notice

**READ THIS IMPORTANT FEE INFORMATION**

Credit and debit card payments are processed by Nelnet Campus Commerce through PaymentSpring. Nelnet Campus Commerce 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 tax assessed by any institution. The Service Fee is not refundable, even if the payment to which it relates is canceled, refunded, credited, or merged. By using this service you agree to pay the Service Fee.

Current Payment

Order Description: Wescott Confirmation Deposits
Payment Amount: $250.00
Service Fee: $5.00
Total Amount: $255.00
Effective Date: 01/02/2020

Credit Card Information

Holder’s Name: 
Card Type: DEBIT CARD
Credit Card Number: 
Member Card Number: 
Expiration Date:

Contact Information

Email Address:
Step 8: Confirm that the information is correct. Note that you will be charged a 2.75 percent service fee if you choose to pay with a credit or debit card. Click **Confirm**.

**If you are paying with eCheck:**

1. **Is This ECheck Information Correct?**
2. **Terms and Conditions**
   - These terms and conditions are provided to inform you of the services we provide and outline important conditions which apply to using this service. The University of Colorado shall bear no liability or responsibility for any losses of any kind that you may incur as a result of the service if you or your payee has supplied us with incorrect, incomplete or not timely. Such occurrences may result in late, service, and/or return transaction charges assessed to the tuition and fee account, as well as to initiate or force action as transactions in error.
   - Each time you initiate a one-time payment transaction, you authorize the University of Colorado to initiate an automated clearinghouse (ACH) debit transaction to your checking or savings account. You agree to be bound by any rules your financial institution requires for ACH debit transactions.
   - By confirming this transaction, you have read and agreed to the Terms and Conditions for Internet payments:
     - To submit a payment, click Confirm.
     - To make changes, click Edit.
     - To cancel a payment, click Cancel.

**Current Payment**
- **Order Description:** Boulder Confirmation Deposits
- **Payment Amount:** $200.00
- **Effective Date:** 01/02/2020

**Account Information**
- **Holder's Name:**
- **Account Type:** CHECKING
- **Routing Number:** 207070000 (ELEVATION'S CREDIT UNION)
- **Account Number:** ending with 1

**Contact Information**
- **Email Address:**

**If you are paying with a credit/debit card:**

**Service Fee Notice**

- **Credit and debit card payments are processed by National Campus Commerce through PaymentSpring. National Campus Commerce 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.

**Current Payment**
- **Order Description:** Boulder Confirmation Deposits
- **Payment Amount:** $200.00
- **Service Fee**: $8.00
- **Total Amount:** $208.00
- **Effective Date:** 01/02/2020

**Credit Card Information**
- **Card Holder Name:**
- **Card Type:** Visa
- **Credit Card Number:** ending with 3360
- **Expiration Date:** 10/2021

**Contact Information**
- **Email Address:**
Step 9: 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 10: 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 an eCheck:

If you are paying with a credit/debit card: