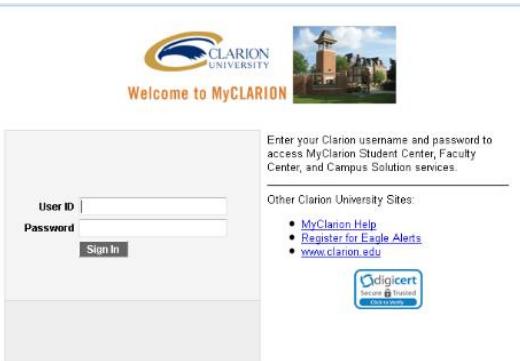


## Instructions for Paying The \$100.00 Admissions Deposit Online

Applicants can now pay the \$100.00 Admissions Deposit online. **Please note: This applies to only the Admissions Deposit. It does not apply to the Application Fee.** If you applied online and did not pay the Application Fee, the Application Fee must be paid by check, money order or cash. Payment should be sent to Undergraduate Admissions, 840 Wood Street, Clarion PA 16214

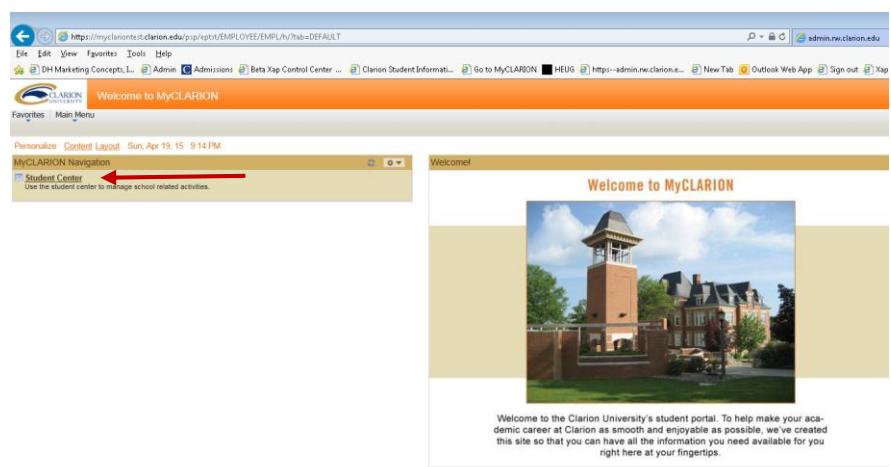
To pay your Admissions Deposit log into your account, using the User ID and password provided at the time of application. Currently and previously enrolled students should use their current User ID and password. Currently enrolled or previously enrolled students who cannot remember the User ID and password should contact Computing Services by phone at 814-393-2640 or by sending an email to [helpdesk@clarion.edu](mailto:helpdesk@clarion.edu). Applicants who were not enrolled and cannot remember the User ID and Password should contact Admissions by telephone at 814-393-2306 or by sending an email to [admissions@clarion.edu](mailto:admissions@clarion.edu).

To log into your account go the [myclarion.clarion.edu](http://myclarion.clarion.edu) and enter your User ID and password.



The image shows the 'Welcome to MyCLARION' login page. At the top right is the Clarion University logo and a photo of a building. Below the logo is the text 'Welcome to MyCLARION'. The main area contains fields for 'User ID' and 'Password', and a 'Sign In' button. To the right of the form, instructions say 'Enter your Clarion username and password to access MyClarion Student Center, Faculty Center, and Campus Solution services.' Below this are links to 'Other Clarion University Sites' including 'MyClarion Help', 'Register for Eagle Alerts', and 'www.clarion.edu'. A Digicert secure connection badge is also present.

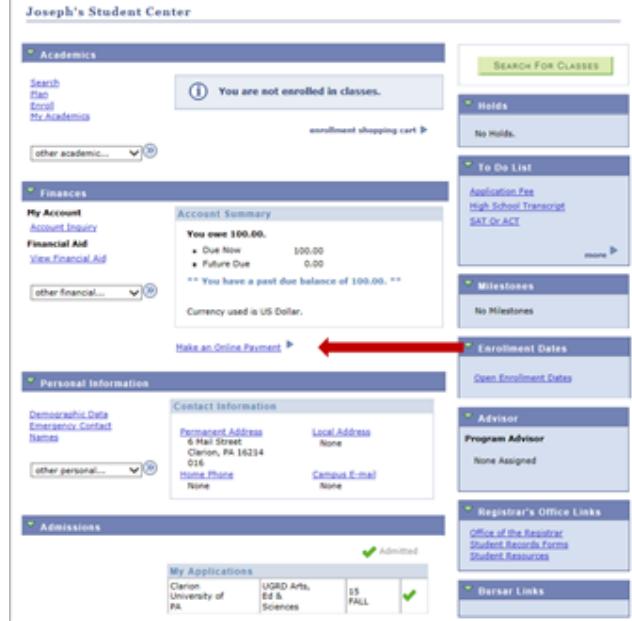
Once you have logged in, click on the **Student Center** link. You may see another link, so make sure to select Student Center.



The image shows the 'Welcome to MyCLARION' student center page. At the top is the Clarion University logo and a photo of a building. The main content area has a yellow sidebar on the left with 'MyCLARION Navigation' and a 'Student Center' link highlighted with a red arrow. The main content area features a large photo of a building and text about the student portal's purpose. At the bottom, there is a copyright notice for Clarion University of Pennsylvania.



The Student Center Page will open. Click on the Make an Online Payment.



When you click the Make an Online Payment link a new window will open. If the new window does not open please check your browser to verify that you do not have Pop Up Blocker set.

The Clarion University Online Payment Processor will be displayed. Select the eDeposit Option.

Important Information | Ask for Help | Log Out  
Logged in as: Joseph Best

**CLARION UNIVERSITY Online Payment Processor**

My Account Payments eDeposits

eDeposits

Currently there is no activity on your account Student Account.

**Account Alerts**  
No alerts at this time.

**Announcements**

NOTE: TEST SYSTEM If you are paying with a Visa, MasterCard or other brand gift card, please check their websites for information on making online payments with these types of cards. Many of these card types require preregistration prior to online use.

NOTE: TEST SYSTEM Balance shown does not include future payment plan (TMS) payments.

NOTE: Having trouble with making a payment, please refer to our [FAQ](#) [Common Issues](#) and how to reach us.

**My Account**  
**Current Account Status**  
Student Account There is no activity on this account at this time.

U Commerce 6.5 | Bill+Payment 6.5.0  
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**TouchNet**  
Secured Site

The Make Deposit Payment for Term box will appear. Select the application term you applied for in the drop down box and then click the Select button.

CLARION UNIVERSITY Online Payment Processor

My Account Payments eDeposits

Deposit Payment

Amount	Payment Method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

**Make Deposit Payment for Term**  
Select a term for making a payment if available.

Term:

- Fall 2015
- Summer 2015
- Spring 2015
- Winter 2014

Select

The Make Deposit Payment Box will appear. Select the term displayed.

it.jsp TouchNet Information Systems, Inc. [US] admin.nw.clarion.edu

I Center ... Claron Student Informat... Go to MyCLARION HEUG https://admin.nw.clarion.e... New Tab Outlook Web App Sign out Xap Control

Important Information | Ask for Help | Log Out  
Logged in as: Anneris Fonte

CLARION UNIVERSITY Online Payment Processor

My Account Payments eDeposits

Account Payment Payment History

Deposit Payment

Amount	Payment Method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

**Make Deposit Payment for Term**  
Select a term for making a payment if available.

Term:

- Fall 2015

Select

**Make Deposit Payment**  
Select a deposit account for making a payment from the drop-down menu below.

Deposit Account:

- Enrollment Deposit - Fall

Select

The details of the payment will then display. Click the Continue button.

Important Information | Ask for Help | Log Out  
Logged in as: Anneris Fonte

**CLARION UNIVERSITY Online Payment Processor**

My Account Payments eDeposits

Account Payment Payment History

**Deposit Payment**

Amount	Payment Method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

**Make Deposit Payment for Term**  
Select a term for making a payment if available.  
Term: Fall 2015

**Make Deposit Payment**  
Select a deposit account for making a payment from the drop-down menu below.  
Deposit Account: Enrollment Deposit - Fall

**Enrollment Deposit - Fall**  
Enrollment Deposit for Students admitted to the Fall Term.

Deposit name:	Enrollment Deposit - Fall
Term:	Fall 2015
Maximum payment amount:	\$100.00
Payment amount:	\$100.00



The Select Payment Method screen will appear. There are three payment methods.

Deposit paid with an Electronic Check or with a Debit Card, do not have additional fees.

Deposits paid with a Credit Card will have a 2.75% convenience fee charged. If this option is selected a third window will open.

Select the Payment option from the drop down box and the click the Select button.

Import:

**CLARION UNIVERSITY Online Payment Processor**

My Account Payments eDeposits

**Deposit Payment**

Amount	Payment Method	Confirmation
--------	----------------	--------------

**Select Payment Method**

Payment amount: \$100.00

Payment Method:   
 Electronic Check (checking/savings)  
 Credit Card via PayPath \*  
 Debit Card

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable convenience fee will be added to your payment.

**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.

**Debit Card** - We accept the following debit cards.

U Commerce 6.5 | Bill+Payment 6.5.0  
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If credit card is selected the Confirmation screen is displayed and you select Continue to PayPath if you still want to pay with a credit card.

The screenshot shows the Clarion University Online Payment Processor interface. At the top right, there are links for 'Important Information', 'Ask for Help', and 'Logged in as: Anne'. Below this is the title 'CLARION UNIVERSITY Online Payment Processor'. The main menu has tabs for 'My Account', 'Payments', and 'eDeposits', with 'Payments' being the active tab. Under 'Payments', there are sub-tabs for 'Account Payment' and 'Payment History'. The main content area is titled 'Deposit Payment' and contains a table with four columns: 'Amount', 'Payment Method', 'Confirmation', and 'Payment Receipt'. The 'Amount' column shows '\$100.00'. The 'Payment Method' column indicates 'Credit Card through PayPath®, a tuition payment service.'. The 'Confirmation' column contains a green button labeled 'Continue to PayPath'. Below the table, there are 'Back' and 'Cancel' buttons. A red arrow points upwards from the bottom of the page towards the 'Continue to PayPath' button.

After the payment option is selected, follow the online prompts. Once the payment is submitted a confirmation page will be displayed which will provide information about the payment. It is recommended you print a copy of this page. If the payment method you chose does not give you a print button you can use your browsers print function. A payment confirmation email will be sent to the email address you entered when making the payment. If you were not prompted for an email address, the confirmation email will be sent to the email address you provided when you applied.

After completing the payment options, select the logout link or simply close the window. When you return to the Student Center page, you will need to refresh the page so payment is reflected. A short cut for Windows based computers is F5. Or you can close the page and log back into your student center to see the payment as received.