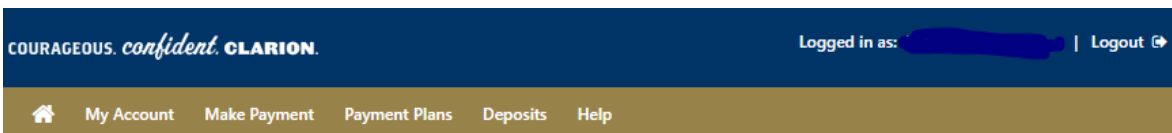


## MyClarion Paying Admissions Deposit for New Accepted Students

1. Students accepted into Clarion University can pay the Admissions Deposit online through our MyClarion portal. Note: if you have completed an online or paper application and have not paid the application fee, please pay by check, money order or cash. Payment can be mailed to Undergraduate or Graduate Admissions, 840 Wood Street, Clarion, PA 16214.
2. Login to [MyClarion](#) with the username and password you receive in your acceptance letter. If you have misplaced your acceptance letter, please contact the Help Desk in Computing Services at (814)393-2640 or the Admissions Office at (814)393-2306. [Instruction for logging into MyClarion](#)
3. Select the Manage My Account tile from the landing page.



4. A new window will open and take you to our secure online payment site. If the link does not open [enable pop-up setting](#) in your browser.



5. From the top menu bar click on "Deposits".
6. Using the dropdown select the term you will be starting at Clarion. Terms are Fall, Winter, Spring, and Summer and the year of that term.

- Using the dropdown for 'Select a Deposit', select the enrollment deposit for the term you are beginning and click Select.

- The details of the payment and the amount due will display. Click the button 'Continue'.

Enrollment Deposit - Fall	
Deposit name	Enrollment Deposit - Fall
Deposit description	Enrollment Deposit for Students admitted to the Fall Term.
Term	Fall 2019
Payment amount	\$100.00

- From the Select Method dropdown, select the method of payment you wish to use. Convenience fees will be assessed on credit card transactions using the 'Credit Card via Paypath' option, using the options 'Electronic Check' or 'Debit Card' do not have any additional convenience fee. These fees are non-refundable.

- Select 'Continue'.
- If you select a credit card method, you will get a screen reviewing the method of payment, click the 'Continue to PayPath' which will open a new window to continue the processing of your credit card. If you selected check or debit, you will be prompted for the checking or card information in the next window.
- Note: when making card payments, the address of the cardholder must match with the address on file with your card company or the payment will not process.
- Once the payment is submitted, a confirmation page will be displayed which will provide information about the payment. You may 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 will be emailed 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 at the top right corner or simply close the window. When you return to the MyClarion or Student Center page, you will need to refresh the page to reflect the payment.