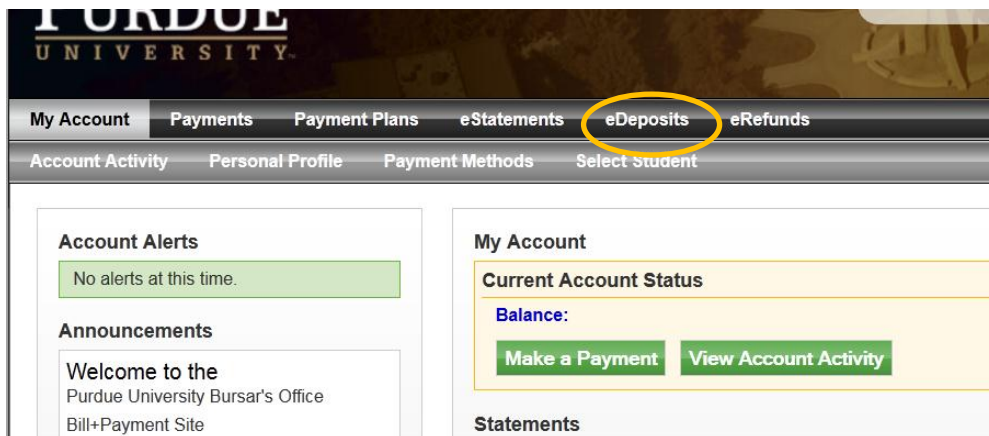


## How to Make Your Study Abroad Deposit Online

You or a family member that is an authorized payer on your student account can now pay the study abroad deposit online. To do so, please follow the instructions below and **turn your receipt of payment into the Study Abroad Office**. Alternatively, we accept personal checks or money orders made out to Purdue University if you do not wish to pay online. **We cannot accept cash for any reason.**

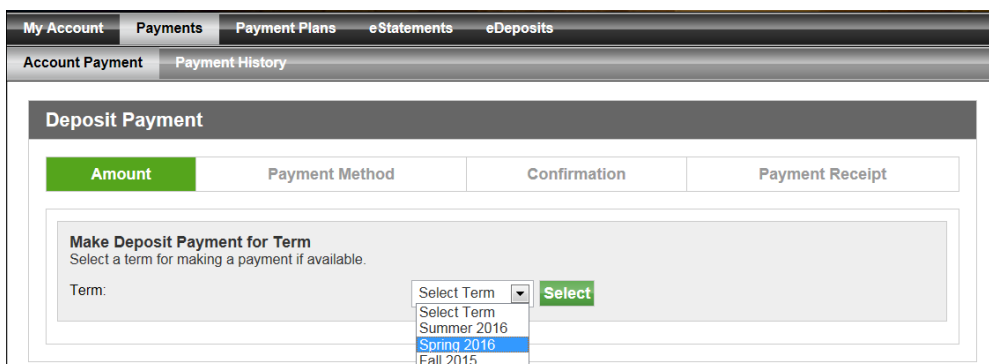
**Step 1:** Log into MyPurdue to get to TouchNet. You will see a link "manage my account" that logs you into TouchNet. Authorized Users should log in as they normally would to pay a bill for their student. The page below is what Authorized Users see after login since they do not go through MyPurdue.

**Step 2:** The payer should click the eDeposits link in the toolbar.



**Step 3:** The semesters available are in the "Select Term" drop down box. **IMPORTANT: Select the semester you or your student will study abroad, NOT the current semester.**

Pick the appropriate semester, and then click the "Select" button.



**Step 4:** Select the correct deposit from the list. There will be multiple deposit choices but you need to select "Study Abroad Deposit"

The screenshot shows the 'Deposit Payment' form with the following elements:

- Navigation tabs: My Account, Payments, Payment Plans, eStatements, eDeposits
- Sub-navigation: Account Payment, Payment History
- Section Header: Deposit Payment
- Form Tabs: Amount (selected), Payment Method, Confirmation, Payment Receipt
- Section: **Make Deposit Payment for Term**
  - Text: Select a term for making a payment if available.
  - Form: Term: [Spring 2016] [Select]
- Section: **Make Deposit Payment**
  - Text: Select a deposit account for making a payment from the drop-down menu below.
  - Form: Deposit Account: [Study Abroad Deposit] [Select]
  - Dropdown menu options: Study Abroad Deposit, Select Deposit Payment, Study Abroad Deposit

**Step 5:** Once the deposit is selected, the next step shows the amount of the deposit, which is \$500. To start making the payment, the payer should click the "Continue" button.

The screenshot shows the 'Deposit Payment' form with the following elements:

- Navigation tabs: My Account, Payments, Payment Plans, eStatements, eDeposits
- Sub-navigation: Account Payment, Payment History
- Section Header: Deposit Payment
- Form Tabs: Amount (selected), Payment Method, Confirmation, Payment Receipt
- Section: **Make Deposit Payment for Term**
  - Text: Select a term for making a payment if available.
  - Form: Term: [Spring 2016] [Select]
- Section: **Make Deposit Payment**
  - Text: Select a deposit account for making a payment from the drop-down menu below.
  - Form: Deposit Account: [Study Abroad Deposit] [Select]
- Section: **Study Abroad Deposit**
  - Text: Study Abroad Deposit - Spring
  - Form: Deposit name: Study Abroad Deposit
  - Form: Term: Spring 2016
  - Form: Maximum payment amount: \$500.00
  - Form: Payment amount: \$500.00
  - Buttons: [Continue] [Cancel]

**Step 6:** Select payment method. This is the same as a regular payment for tuition/fees. Select the method of payment (a previously saved bank account number shown by its nickname, new electronic check, or credit card via PayPath) and then follow the instructions on the page. Note: the following pages detail the different payment options, if you are familiar with these steps you may skip to the last page of instructions for the final step.

The screenshot shows a web interface for 'Deposit Payment'. At the top, there are navigation tabs: 'My Account', 'Payments', 'Payment Plans', 'eStatements', 'eDeposits', and 'eRefunds'. Below these 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'. Below the table is a 'Select Payment Method' section. It displays 'Payment amount: \$500.00' and a 'Payment Method:' dropdown menu. The dropdown is open, showing options: 'Select Payment Method', 'test check', and 'New Electronic Check (checking/savings)'. There are 'Select' and 'Back' buttons. A note states: '\*Credit card payments: tuition payment service added to your payment. Credit Card via PayPath \*'. At the bottom, there is an 'Electronic Check' section with explanatory text: '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.'

## **To pay by electronic check**

Previously saved bank account numbers (personal checking or savings) do not require any bank information at the time of the payment. You and/or an authorized user may save account information, but it is only available on the login where the information was saved. It is not required to save bank account information and many users choose not to do so.

Any previously saved bank account number is shown in the drop down box by the name the user entered. In this example, "test check" is a previously saved bank account number.

"New Electronic Check" requires the bank's routing number and bank account number – **not the number on the front of a debit card.** "Name on account" is the person's name on the account at the bank. If you are not sure what the routing number or account number is, you should ask your bank how that bank wants the information entered for an ACH withdrawal.

Below is an example of what is required to enter to pay by electronic check:

Deposit Payment			
Amount	Payment Method	Confirmation	Payment Receipt
<p><b>Select Payment Method</b></p> <p>Payment amount: \$500.00</p> <p>Payment Method: <input type="text" value="New Electronic Check (checking/"/></p> <p><input type="button" value="Select"/></p> <p><small>*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.</small></p> <p><b>Electronic Check</b> - 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.</p>			
<p><b>Account Information</b> Indicates required fields</p> <p><b>Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.</b></p> <p>*Account type: <input type="text" value="Select account type"/></p> <p>*Routing number: <input type="text"/> <a href="#">(View example)</a></p> <p>*Bank Account number: <input type="text"/></p> <p>*Confirm account number: <input type="text"/></p> <p>*Name on account: <input type="text"/></p> <hr/> <p><b>Option to Save</b></p> <p><input type="checkbox"/> Save this payment method for future use</p> <p>Save payment method as: <input type="text"/> (e.g. Primary Checking)</p> <p><input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/></p>			

## To pay by credit card

The Credit Card through PayPath® payment method has a convenience fee of 2.75%. This information is displayed three times before the payment is finalized.

The first two warnings about additional fee are before credit card information is entered.

Below are some examples of what you will see if you select to pay by credit card:



## Welcome to the PayPath Payment Service!

This service allows you to make credit or debit card payments for Purdue University Main Campus student accounts. A non-refundable PayPath Payment Service fee of 2.75% will be added to your payment.

### Transaction Details

**Student ID:**

**017463201**

**Term:**

**Fall 2015**

PayPath Payment Service accepts:



[Continue](#)

[Cancel](#)

The next page repeats the warning on convenience fee.



## Payment Amount Information

In addition to the amount paid to Purdue University Main Campus, a non-refundable PayPath Payment Service fee of 2.75% will be added to your payment with a Minimum charge of \$3.00.

Deposit amount:

\$500.00

[Continue](#)

[Cancel](#)

Enter information needed to process a credit card transaction. Note that an email address is required and a receipt will be emailed to you as well as displayed on the screen after the transaction.

You will see a confirmation BEFORE the payment is finalized. The amount of the convenience fee is included this time:



### Review Payment Details

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to Purdue University Main Campus:	\$500.00
PayPath Payment Service Fee:	\$13.75
Total payment amount:	\$513.75
School name:	Purdue University Main Campus
Student ID:	xxxxx3201
Payer name:	Test Account
Email address:	jahanna@purdue.edu
Phone number:	Not supplied
Card number:	xxxxxxxxxxxx5454
Browser internet address:	128.210.110.186

### Terms and Conditions

I hereby authorize charges totaling \$513.75 via my credit/debit card. I understand that a PayPath Payment Service fee of \$13.75 will be charged to my credit/debit card and is not refundable under any circumstances.

I agree to the terms and conditions.

- Submit Payment
- Change Information
- Cancel

A new feature in PayPath warns the person if they are using a debit card so that they can avoid the 2.75% fee by using the "electronic check" payment.



### Payment Card Information

PayPath Payment Service accepts:



### Debit Card Notification

PLEASE NOTE: Your card number indicates that you are using a debit card. You can avoid paying a service fee if you authorize a one-time payment directly from your bank account. To do so, return to your campus bill payment page and select ACH/electronic check as your payment method.

I agree to proceed with my debit card.

- Continue
- Change Information
- Cancel

**Step 7:** Print receipt of payment and attach it to the Study Abroad Participation and Deposit Form which you can find attached to your acceptance email.

Sign your form and return it and your deposit receipt to the study abroad office to confirm you have paid your deposit. Forms will not be accepted without a receipt.