If students grant access to their student information via auxiliary access, parents and family members can make payments on their behalf. Family members can use the following steps to pay both tuition and housing deposit on behalf of the student.

**First Step**

Once access is granted by the student, you will receive an email with the user ID and instructions. The student must communicate the password to you; it is not contained in the email. To use the auxiliary access, visit [http://mystudent.erau.edu](http://mystudent.erau.edu) and log in with the user ID and password. Once logged in, select the **Finances** tile.
**Second Step**

Review the disclosure statement regarding credit card or bank information. If this is the first time logging in, the user will need to select the button next to the statement “I have read and understand the above warning” to show you have read and understand the disclosure information.

![Disclosure Statement](image)

**Third Step**

After you have agreed to the statement, click on the **Pay Deposit - Tuition/Housing** button to take you to **My Deposit** page.

![Pay Deposit](image)
Fourth Step

Once on the My Deposit page, you have the option to either pay both the Tuition and Housing Deposits together by selecting $500 Total Deposit and clicking Submit or pay them separately by selecting the corresponding deposit amount for each respective deposit ($200 for Tuition Deposit or $300 for Housing Deposit) and clicking Submit.

![My Deposit screenshot]

Fifth Step

After selecting the amount to pay and clicking on Submit, a small pop-up confirming the amount you have selected to pay will show up. Select OK to continue to a secure site where you can process your payment.

![My Deposit screenshot with pop-up]

Note: After selecting OK, you should be redirected to page in Sixth Step. If you are not, make sure your browser’s pop-up blocker is turned off.
Sixth Step

Select your **Payment Method** (Credit Card or Electronic check) and then click **Continue** to proceed.

![Image of payment method selection](image1)

Seventh Step

a. If you’re paying by **Credit Card**, input your **credit card and billing information** in the highlighted area below.

![Image of credit card information](image2)
b. If you’re paying by **Electronic Check**, input your *check information* in the highlighted area below.

**Eighth Step**

Select **Continue** and follow the instruction on the screen to complete your payment.