

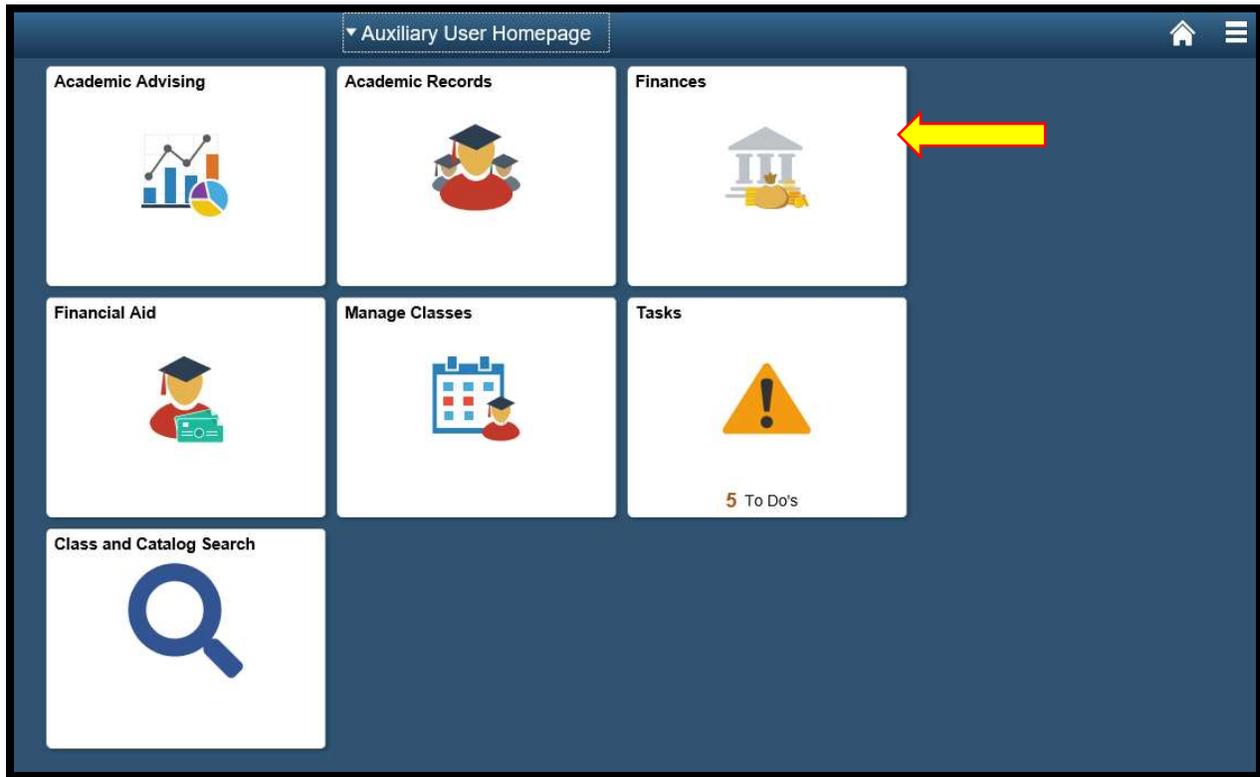
Embry-Riddle Aeronautical University

Make a Deposit using Auxiliary Access

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.

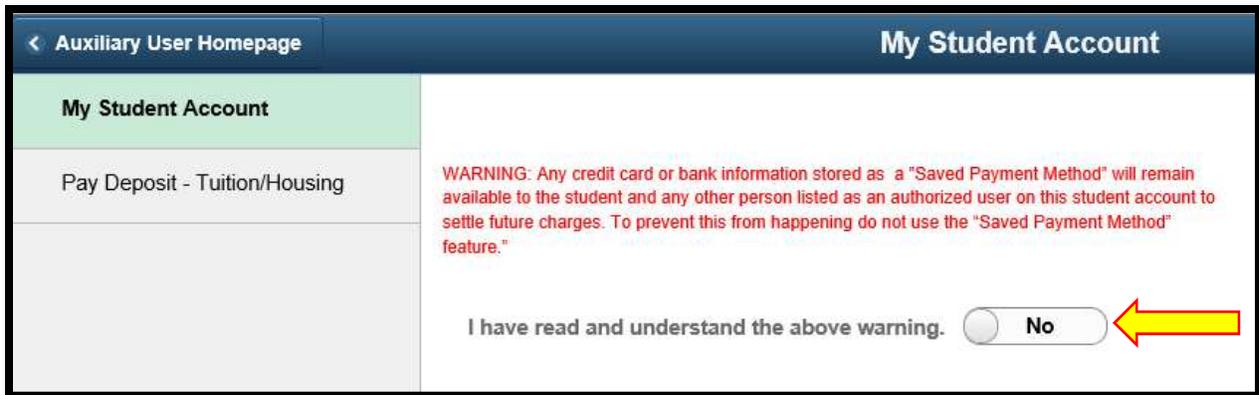
First Step

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> and log in with the user ID and password. Once logged in, select the **Finances** tile.



Second Step

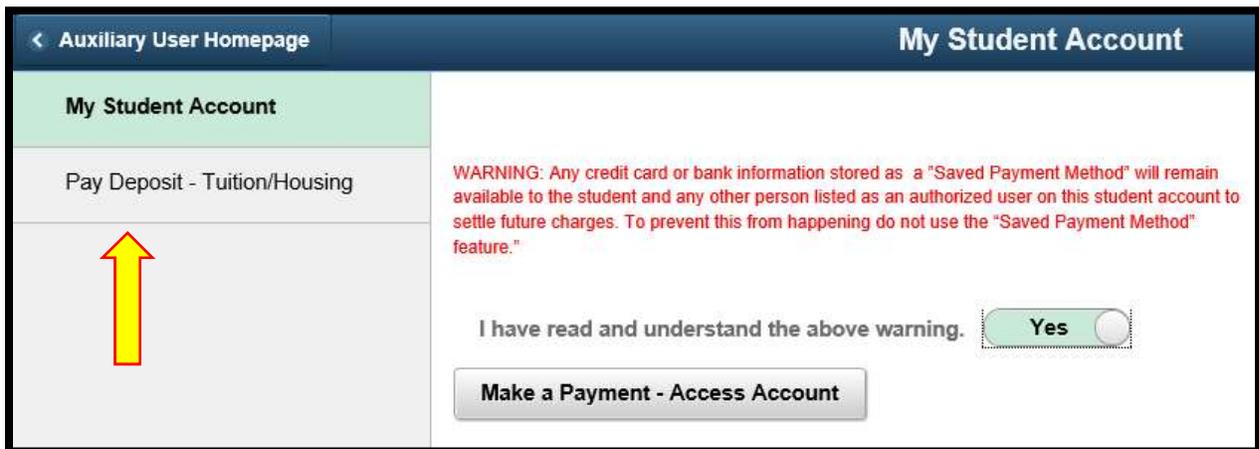
Review the disclosure statement regarding credit card or bank information. If this is the first time logging in, the user will need to select the button next to the statement “**I have read and understand the above warning**” to show you have read and understand the disclosure information.



The screenshot shows the 'My Student Account' page. On the left, there is a navigation menu with 'My Student Account' and 'Pay Deposit - Tuition/Housing'. The main content area displays a red warning message: "WARNING: Any credit card or bank information stored as a 'Saved Payment Method' will remain available to the student and any other person listed as an authorized user on this student account to settle future charges. To prevent this from happening do not use the 'Saved Payment Method' feature." Below the warning, there is a statement "I have read and understand the above warning." followed by a radio button labeled "No". A yellow arrow points to the "No" button.

Third Step

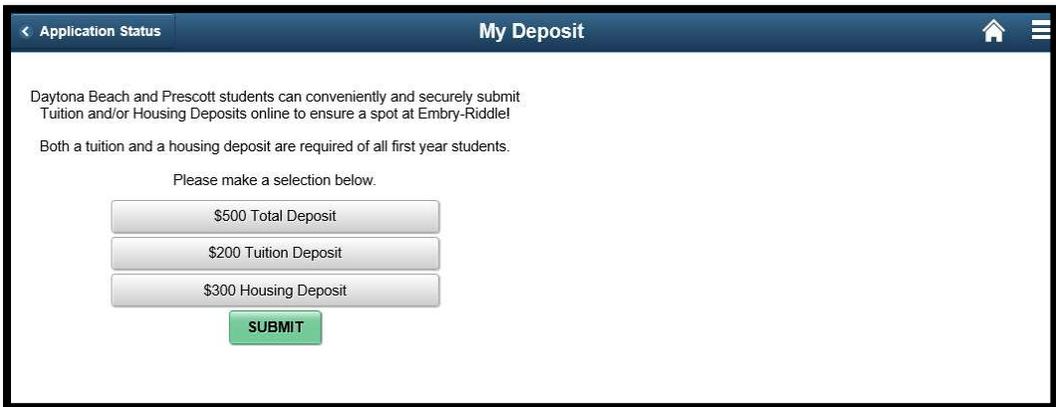
After you have agreed to the statement, click on the **Pay Deposit - Tuition/Housing** button to take you to **My Deposit** page.



The screenshot shows the 'My Student Account' page after the user has agreed to the warning. The 'Pay Deposit - Tuition/Housing' button in the navigation menu is highlighted with a yellow arrow. The main content area displays the same red warning message. Below the warning, there is a statement "I have read and understand the above warning." followed by a radio button labeled "Yes". Below this, there is a button labeled "Make a Payment - Access Account".

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**.



The screenshot shows a mobile application interface for 'My Deposit'. At the top, there is a navigation bar with a back arrow, 'Application Status', and 'My Deposit'. Below the navigation bar, the text reads: 'Daytona Beach and Prescott students can conveniently and securely submit Tuition and/or Housing Deposits online to ensure a spot at Embry-Riddle! Both a tuition and a housing deposit are required of all first year students. Please make a selection below.' There are three buttons: '\$500 Total Deposit', '\$200 Tuition Deposit', and '\$300 Housing Deposit'. Below these buttons is a green 'SUBMIT' button.

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.



The screenshot shows the same 'My Deposit' page as in the previous step, but with a confirmation pop-up dialog box. The dialog box text reads: 'You have selected to pay a deposit in the amount of \$500. The transaction may take several minutes to complete.' There are two buttons in the dialog box: 'OK' and 'Cancel'.

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

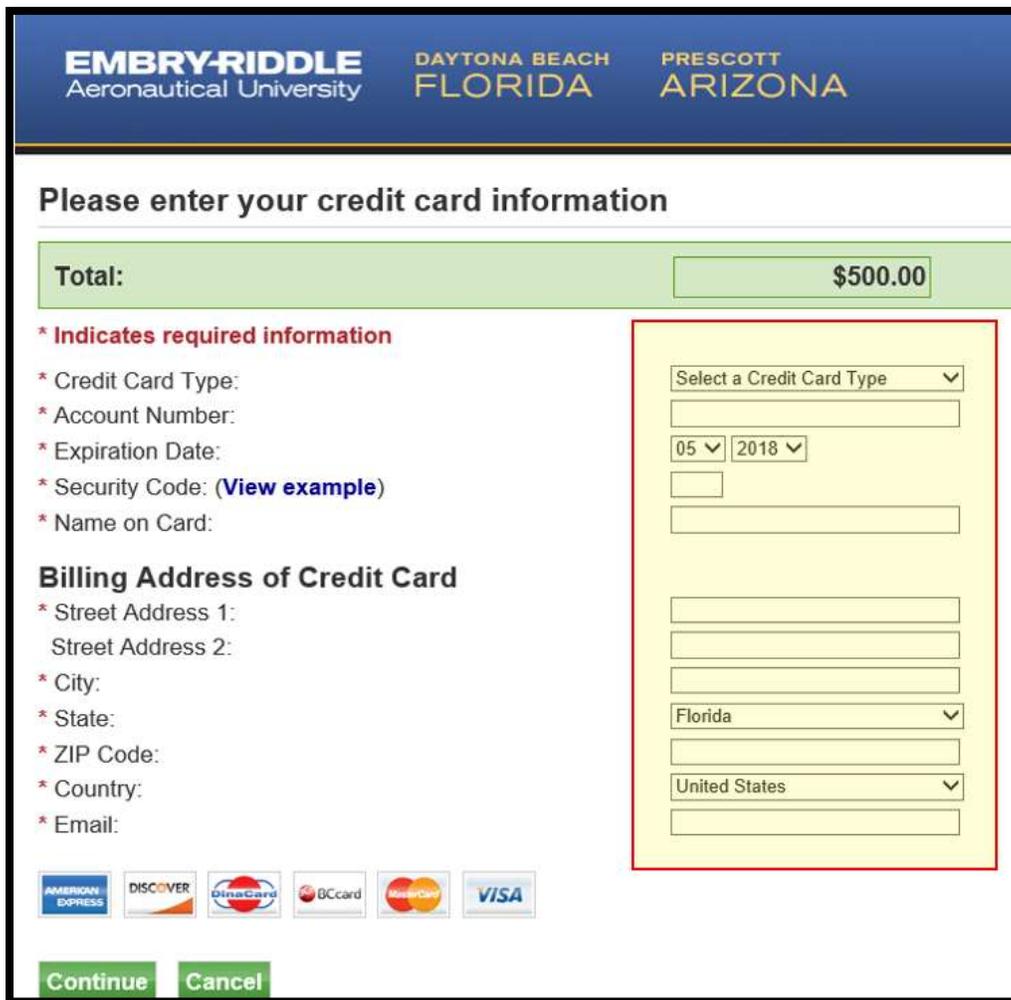
Select your **Payment Method** (Credit Card or Electronic check) and then click **Continue** to proceed.



The screenshot shows the top navigation bar with the Embry-Riddle Aeronautical University logo and the locations Daytona Beach, Florida and Prescott, Arizona. Below the navigation bar, the heading reads "Please select a payment method and enter an amount". A red asterisk indicates required information. The "Payment Amount" is set to \$500.00. The "Payment method" dropdown menu is currently set to "Select a Payment Method" and is highlighted with a yellow arrow. At the bottom, there are "Continue" and "Cancel" buttons.

Seventh Step

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



The screenshot shows the top navigation bar with the Embry-Riddle Aeronautical University logo and the locations Daytona Beach, Florida and Prescott, Arizona. Below the navigation bar, the heading reads "Please enter your credit card information". A green box highlights the "Total:" field with the amount "\$500.00". A red asterisk indicates required information. The "Credit Card Type" dropdown menu is currently set to "Select a Credit Card Type" and is highlighted with a yellow box. Below the dropdown menu, there are input fields for the account number, expiration date (05/2018), security code, and name on card. Below these fields, there is a section for "Billing Address of Credit Card" with input fields for Street Address 1, Street Address 2, City, State (Florida), ZIP Code, Country (United States), and Email. At the bottom, there are logos for American Express, Discover, Diners Club, BCard, MasterCard, and Visa. At the bottom of the form, there are "Continue" and "Cancel" buttons.

- b. If you're paying by **Electronic Check**, input your *check information* in the highlighted area below.

EMBRY-RIDDLE
Aeronautical University

DAYTONA BEACH
FLORIDA

PRESCOTT
ARIZONA

Please enter your bank account information

Total:

* **Indicates required information**

- * Account Type
- * ABA Routing Number: ([View example](#))
- * Account Number:
- * Name on the Account:
- * Email:

Eighth Step

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