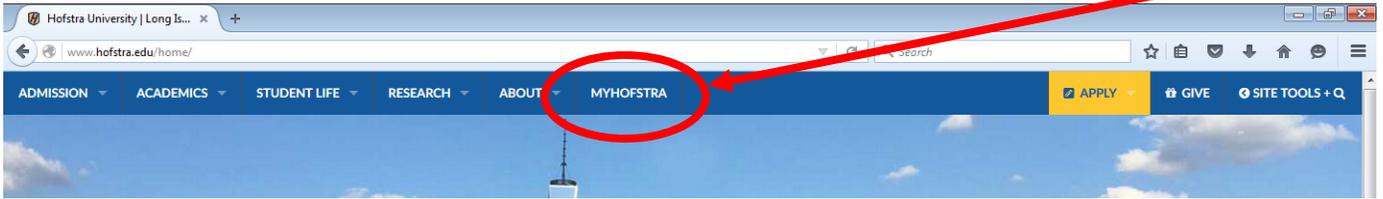
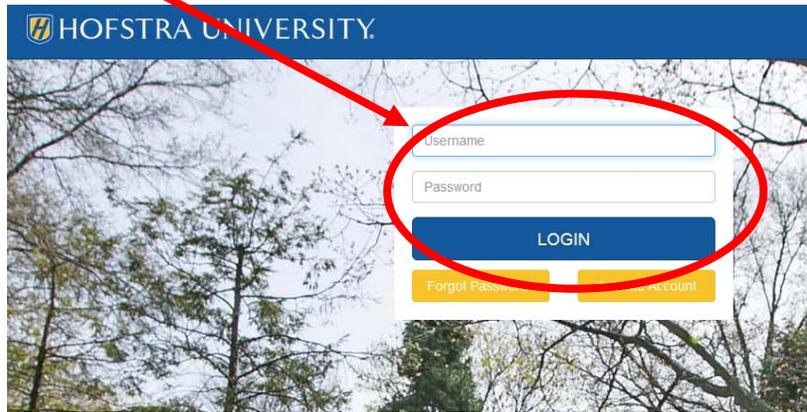


# How to Make an Online Deposit

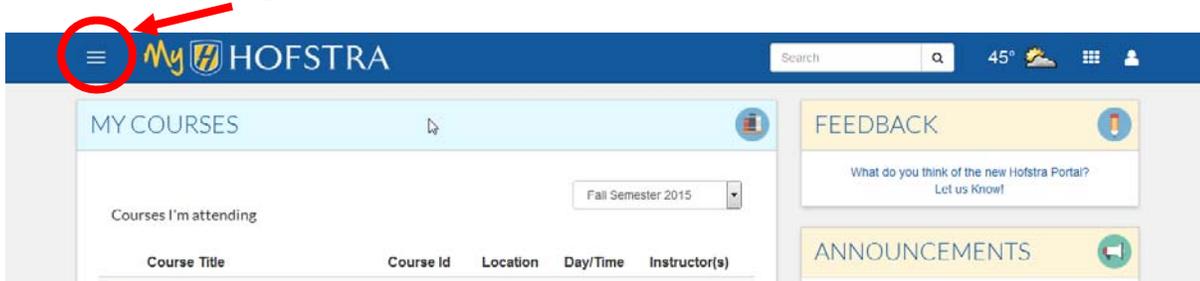
- Go to <https://my.hofstra.edu> on your web browser or on the Hofstra homepage ([hofstra.edu](http://hofstra.edu)) click on **MYHOFSTRA**.



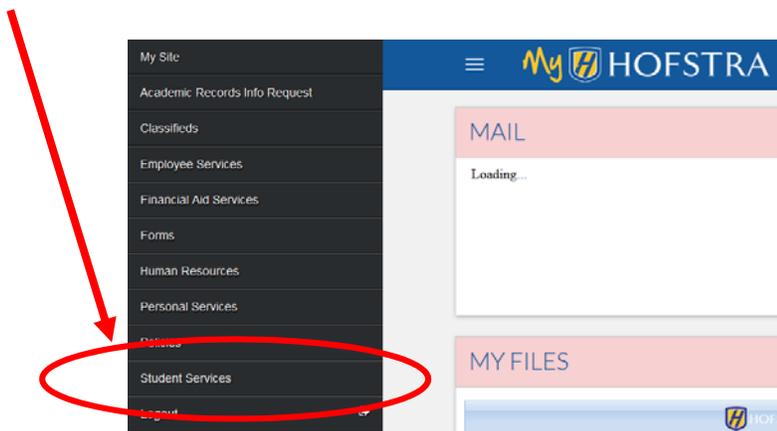
- Students enter your Username and Password.



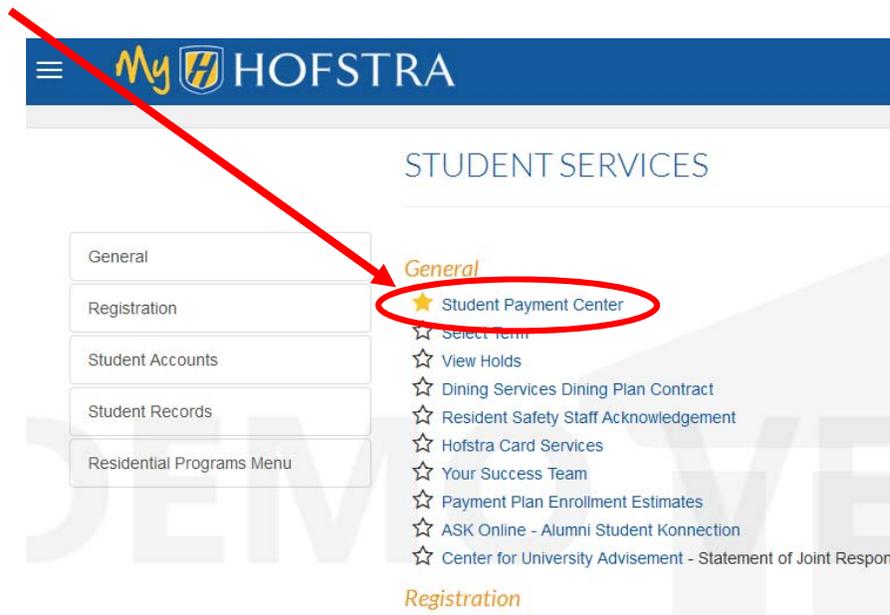
- Click on the **Hamburger Icon** located on the left of the title bar.



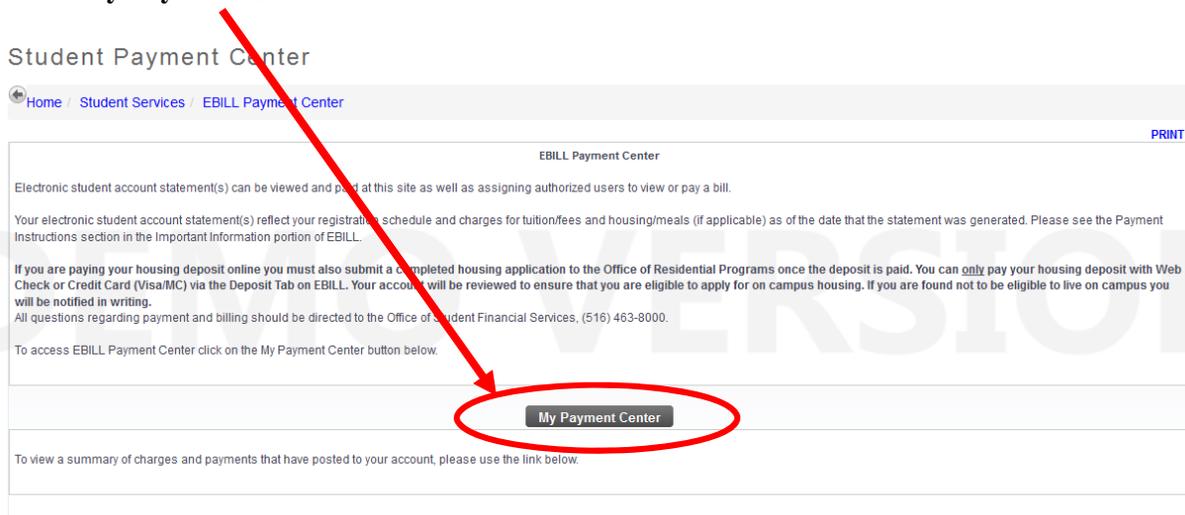
- Click on **Student Services** on the Menu.



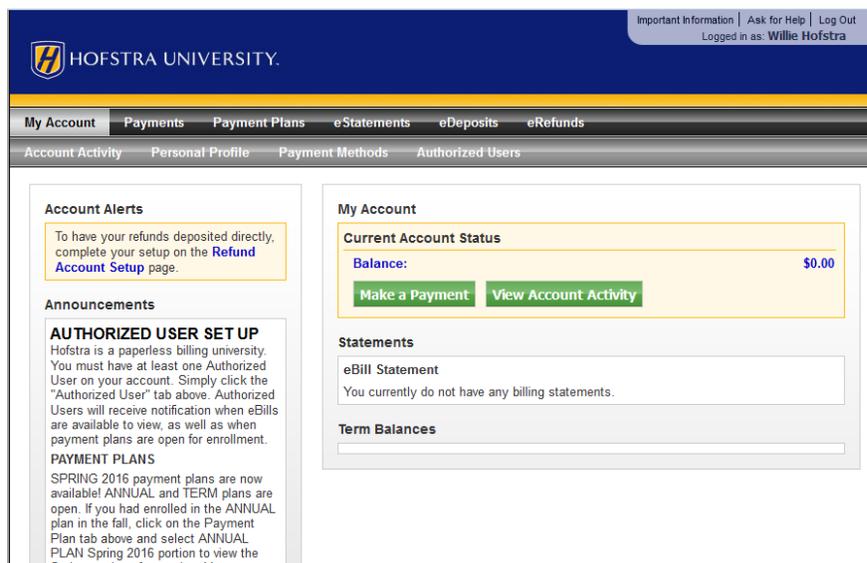
- Click on **Student Payment Center**.



- Click on the **My Payment Center**.

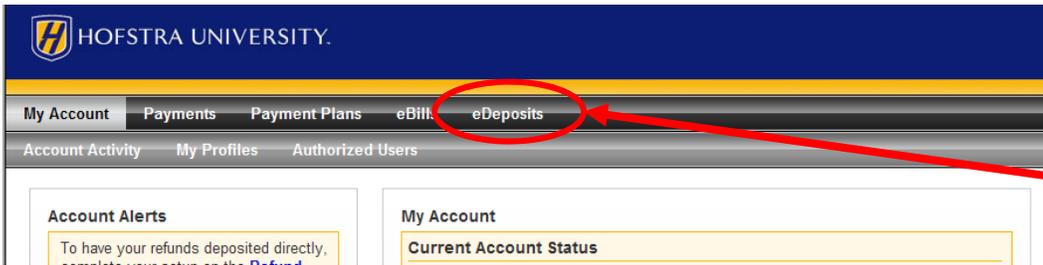


- Your Payment Center will appear in a new tab or window.

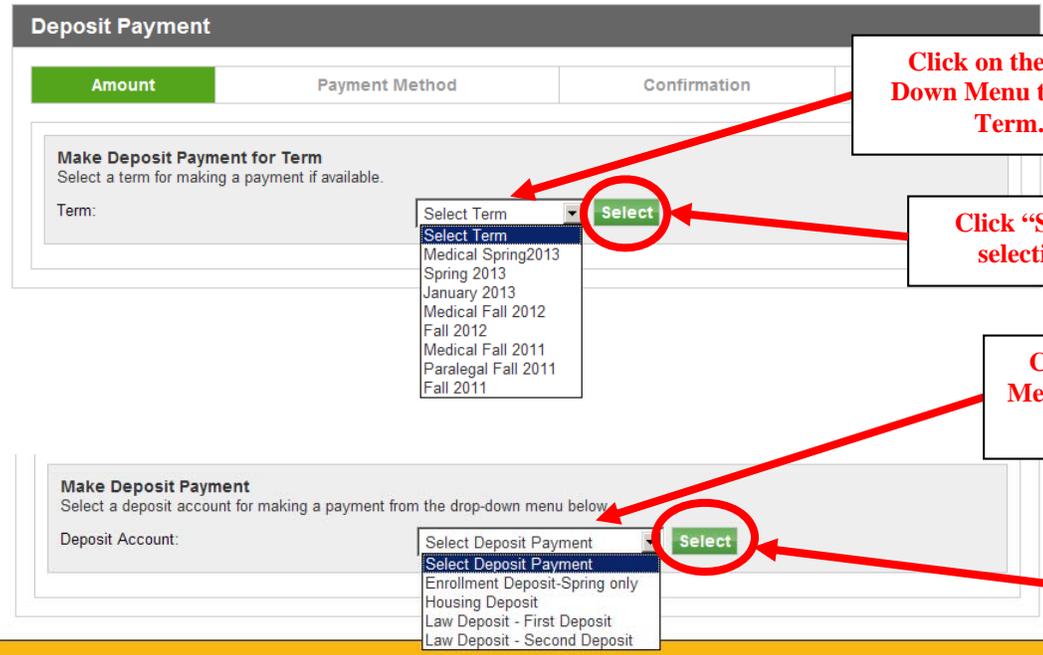


**All online Deposit types (i.e. Enrollment or Housing) may be made using either an electronic check or a credit card.**

- The following is an example of making an Enrollment Deposit online with a Checking Account.



Click "eDeposits" from top menu.



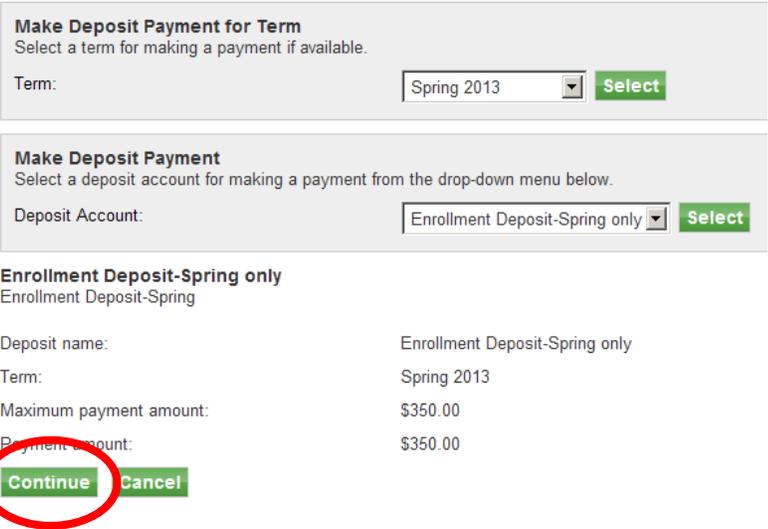
Click on the Drop Down Menu to select Term.

Click "Select" after selecting Term.

Click on the Drop Down Menu and select the Deposit Type to pay.

Click "Select" after selecting Deposit Type.

Review the Deposit Type and the associated Term before payment. "Enrollment Deposit for Spring 2013" was selected for this example. Click "Continue" to proceed with payment.



Click on the Drop Down Menu to select "New Electronic Check".

Click "Select" after selecting payment method.

Select Payment Method

Payment amount: \$350.00

Payment method:

New Electronic Check (checking)

Select

**Account Information**  
\*Indicates required fields

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.

\*Routing number:  (View example)

\*Account number:

**Billing Information**

\*Name on account:

Check here for an international address

\*Billing address:

Billing address line two:

\*City:

\*State/Province:

\*Postal code:

**Option to Save**

Save this payment method for future use

Save payment method as:  (e.g. Primary Checking)

Continue Previous Step Cancel

Fill in checking account information. Please double check your information is entered correctly.

Enter a name to save your electronic checking method.

If you wish to save your payment method, you must check this box.

**Option to Save**

Save this payment method for future use

Save payment method as:  (e.g. Primary Checking)

Continue Previous Step Cancel

Click "Continue" after entering checking account information.

### Submit Payment

Please review the transaction details, agree to the terms and conditions, then submit your payment.

Payment date: 12/11/12  
Payment amount: \$350.00  
Account type: Checking  
Routing number: xxxxx0089  
Account number: xxxxx6544  
Name on account: John Smith  
Billing address: 126 Hofstra University  
City: Hempstead  
State/Province: NY  
Postal code: 11549  
E-mail: pride.Hofstra.edu  
Accept refunds: No  
Payment profile name:

### Terms and Conditions

I hereby authorize Hofstra University to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$25.00 return fee will be added to my student account.

Name: John Smith

Address:

126 Hofstra University  
Hempstead NY 11549  
Depository:  
CITIBANK NA  
1 PENNS WAY  
NEW CASTLE DE 19720  
Routing Number: xxxxx0089  
Account Number: xxxxx6544  
Debit Amount: \$350.00

This agreement is dated Tuesday, December 11, 2012.

For fraud detection purposes, your internet address has been logged: 147.4.154. at 12/11/12 10:16:32 AM CST

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: [studentfinancialservices@hofstra.edu](mailto:studentfinancialservices@hofstra.edu)

I agree to the above terms and conditions.

[\(Print Agreement\)](#)

You must click "I agree to the above terms and conditions" box to submit payment.

Click "Submit Payment" to continue.

### Deposit Payment

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Amount	Payment Method	Confirmation	Receipt
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### Payment Receipt

Your payment in the amount of \$350.00 was successful. A confirmation email was sent to pride.Hofstra.edu. Please print this page for your records.

Confirmation number: 293  
Payment date: Tuesday, December 11, 2012  
Amount paid: \$350.00  
Student name: John Smith  
Paid to: Hofstra University  
Account number: xxxxx6544  
Name on account: John Smith  
Account type: Checking

This is your Payment Receipt screen for your completed transaction.

- The following is an example of making a Housing Deposit online with a Credit Card.

**HOFSTRA UNIVERSITY**

My Account | Payments | Payment Plans | eBill | **eDeposits** | Account Activity | My Profiles | Authorized Users

**Account Alerts**  
To have your refunds deposited directly, please contact the Refund...

**My Account**  
Current Account Status

**Deposit Payment**

Amount	Payment Method	Confirmation
<b>Make Deposit Payment for Term</b> Select a term for making a payment if available. Term: <input type="text" value="Select Term"/> <b>Select</b> <ul style="list-style-type: none"> <li>Select Term</li> <li>Medical Spring2013</li> <li>Spring 2013</li> <li>January 2013</li> <li>Medical Fall 2012</li> <li>Fall 2012</li> <li>Medical Fall 2011</li> <li>Paralegal Fall 2011</li> <li>Fall 2011</li> </ul>		
<b>Make Deposit Payment</b> Select a deposit account for making a payment from the drop-down menu below. Deposit Account: <input type="text" value="Select Deposit Payment"/> <b>Select</b> <ul style="list-style-type: none"> <li>Select Deposit Payment</li> <li>Enrollment Deposit-Spring only</li> <li>Housing Deposit</li> <li>Law Deposit - First Deposit</li> <li>Law Deposit - Second Deposit</li> </ul>		

**Click "eDeposits" from top menu.**

**Click on the Drop Down Menu to select Term.**

**Click "Select" after selecting Term.**

**Click on the Drop Down Menu and select the Deposit Type to pay.**

**Click "Select" after selecting Deposit Type.**

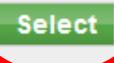
**Review the Deposit Type and associated Term before payment. "Housing Deposit for Spring 2013" was selected for this example. Click "Continue" to proceed with payment.**

**Deposit Payment**

Amount	Payment Method	Confirmation	Receipt
<b>Make Deposit Payment for Term</b> Select a term for making a payment if available. Term: <input type="text" value="Spring 2013"/> <b>Select</b>			
<b>Make Deposit Payment</b> Select a deposit account for making a payment from the drop-down menu below. Deposit Account: <input type="text" value="Housing Deposit"/> <b>Select</b>			
<b>Housing Deposit</b> Housing Deposit Deposit name: Housing Deposit Term: Spring 2013 Maximum payment amount: \$300.00 Payment amount: \$300.00 <b>Continue</b> <b>Cancel</b>			

### Select Payment Method

Click on the Drop Down Menu to select "New Credit Card".

Payment amount: \$300.00  
Payment method: New Credit Card   


Click "Select" after selecting payment method.

### Account Information

\*Indicates required fields

\*Card account number:   
\*Name on card:   
\*Card expiration date:    
\*Credit card type:

Fill in credit card account information. Please double check your information is entered correctly.

### Cardholder Billing Information

International Address?   
\*Billing address:   
Billing address line two:   
\*City:   
\*State/Province:   
\*Postal code:

Enter a name to save your credit card payment method.

### Option to Save

Save this payment method for future use  
Save payment method as:

Click "Continue" after entering credit card account information.

If you wish to save your payment method, you must check this box.

### Option to Save

Save this payment method for future use  
Save payment method as:

Click "Submit Payment" to continue.

### Deposit Payment

Amount	Payment Method	Confirmation	Receipt
<b>Submit Payment</b> Please review the transaction details, then submit your payment.			
Payment date:		12/10/12	
Payment amount:		\$300.00	
Payment type:		Credit Card	
Card account number:		xxxxxxx2222	
Name on card:		Hofstra	
Card expiration date:		12/13	
Credit card type:		Visa	
Billing address:		126 Hofstra University	
City:		Hempstead	
State/Province:		NY	
Postal Code:		11549	
E-mail:		pride.Hofstra.edu	
  			

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Amount	Payment Method	Confirmation	Receipt
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**Payment Receipt**

Your payment in the amount of \$300.00 was successful. A confirmation email was sent to pride.Hofstra.edu. Please print this page for your records.

Confirmation number: 20121211000000  
Payment date: Tuesday, December 11, 2012  
Amount paid: \$300.00  
Transaction type: Purchase  
Student name: John Smith  
Paid to: Hofstra University  
Web address: https://ebill.hofstra.edu  
Account number: xxxxxxxx2222  
Card type: VISA  
Name on card: Hofstra  
Authorization code: 134830  
Merchant ID: XXXYYZZZ\_000  
Card not present for this transaction.

**This is your Payment Receipt screen for your completed transaction.**

