



## Making an Online Deposit

To make a online deposit, log in to the Hofstra portal at **my.hofstra.edu** and follow these steps:



1. Select the **Menu Icon**.
2. Under **Student Services**, select **Student Payment Center**.
3. Click on **My Payment Center**, which brings you to the **TouchNet Payment Gateway**.
4. Click on **Deposits** tab.
  - a) From the drop down menu select the term then click **Select**.
  - b) From the drop down menu select the deposit type then click **Select**.
  - c) Review deposit type and the associated term before payment then click **Continue**.
5. **Select a payment method.**
  - a) If you have previously saved an electronic checking method, click on the drop down menu and click **Select**. Click **Continue** to proceed.
  - b) If you are not using a saved payment method, from the drop down menu select **New Electronic Check (checking)**, personal checking only. Then click **Select**. Enter **Account and Billing Information**. Check **Option to Save** and click **Continue**.  
**\*\* Important: Double check your routing number and account number to avoid returned checks and associated fees.**
  - c) If you are using a new credit card, from the drop down menu select **New Credit Card** then click **Select** . Enter **Account and Billing Information**. Check **Option to Save** and click **Continue**.
6. Review payment details, check the box to **Agree** and click **Submit Payment** to continue.
7. A **Payment Receipt** will show your completed transaction.

If you have questions, you can reach your Student Financial Services counselor at [sfs@hofstra.edu](mailto:sfs@hofstra.edu) or 516-463-8000