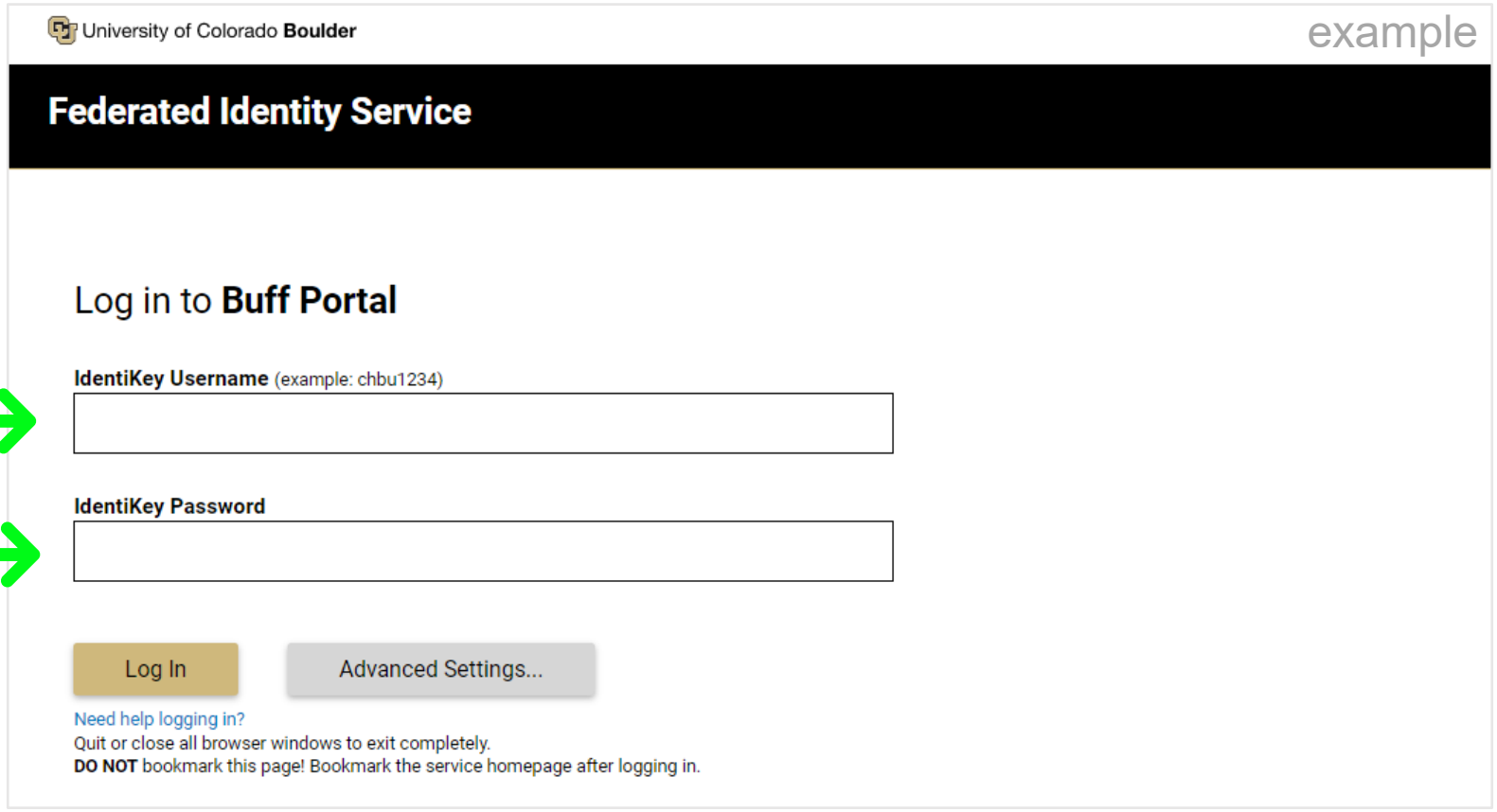
How to pay the confirmation deposit for returning students

Use these instructions:

- if you are a returning student;
- if you have a confirmation deposit hold;
- or if you are a new student and your initial confirmation deposit was rejected.

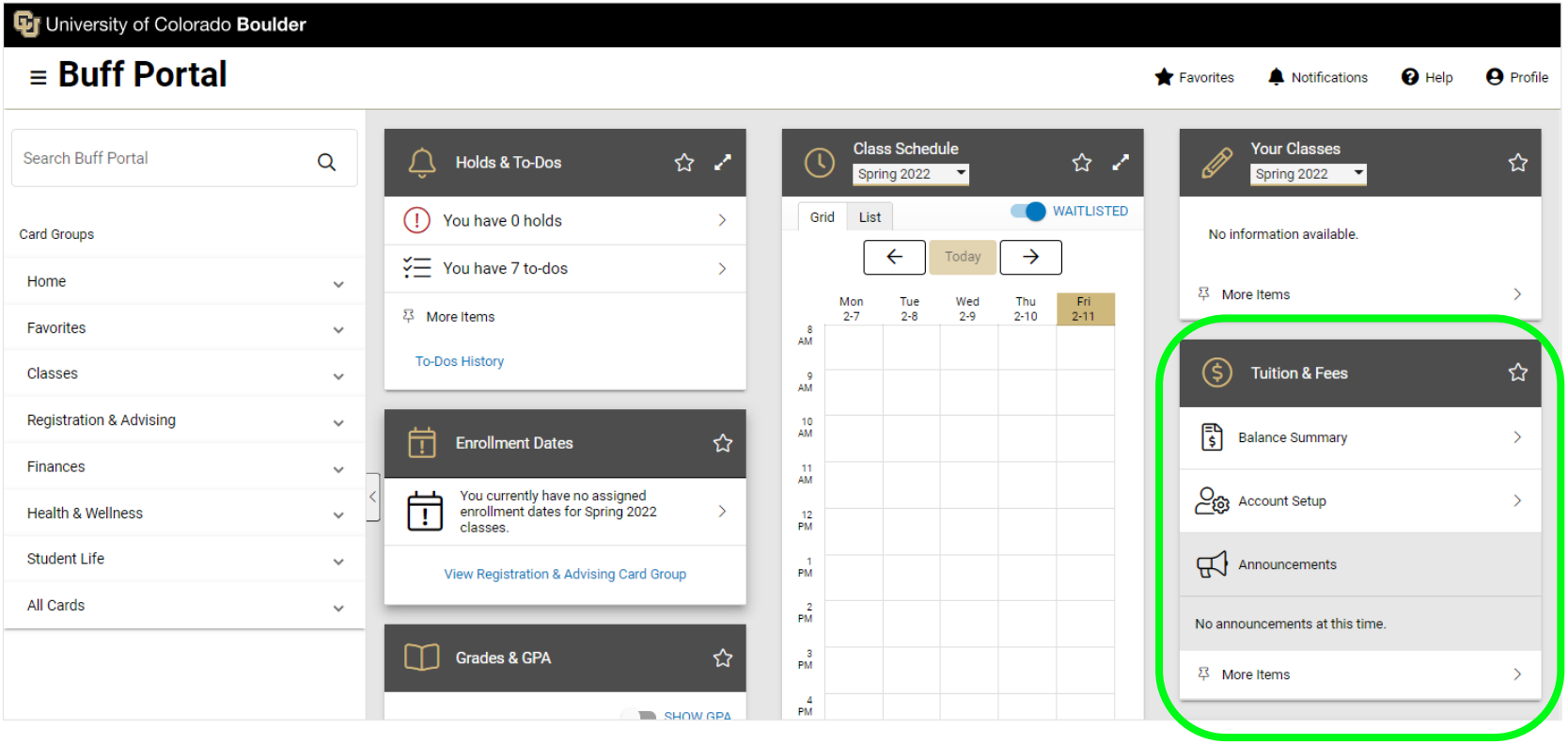
If you have a Confirmation Deposit hold or if you are a new student, please continue with your admissions tasks, including applying for on-campus housing, etc. This hold will not prevent you from continuing admissions or housing processes.

Step 1: Students log in to Buff Portal using your IdentiKey. If you need help, see Activate My IdentiKey.



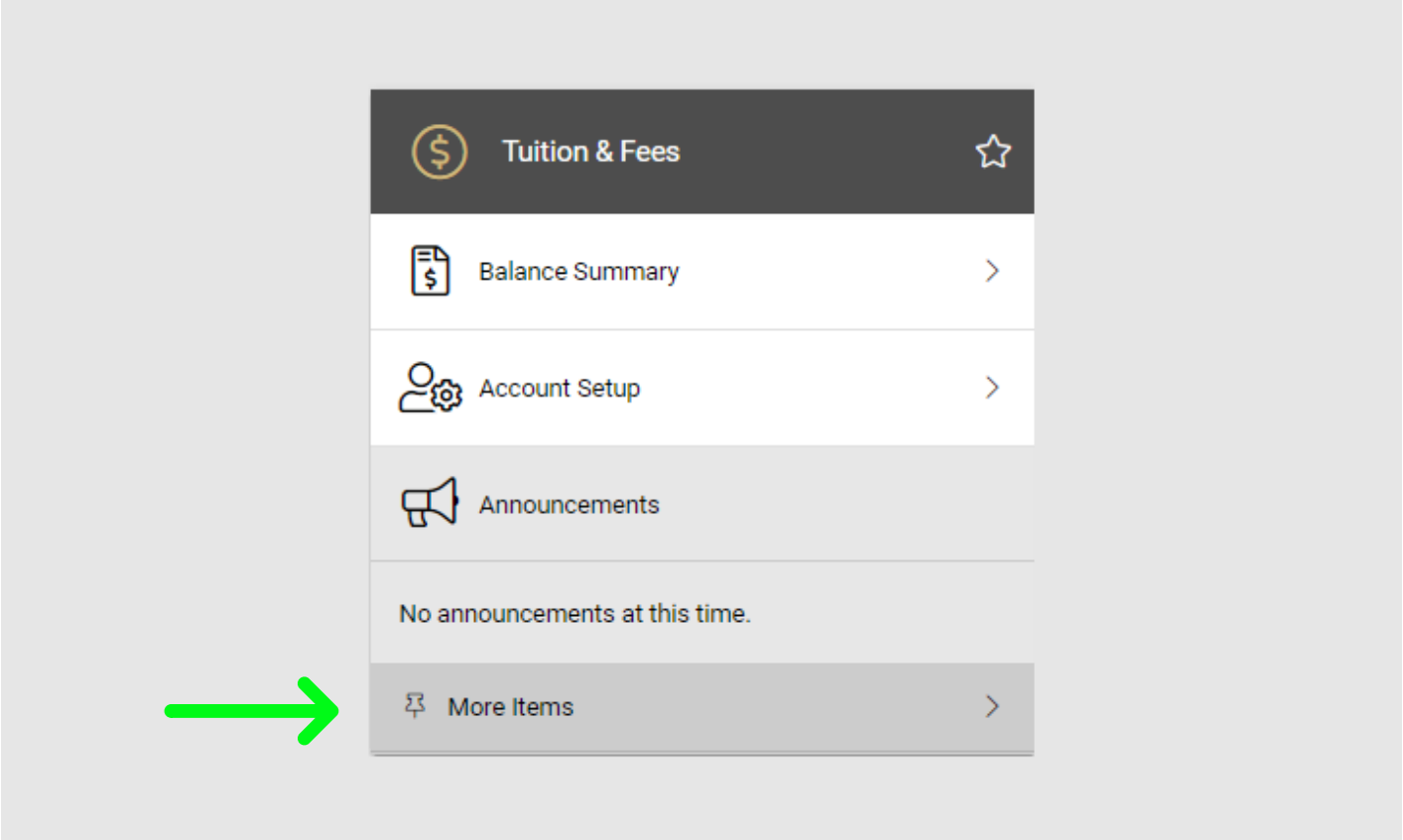
Step 2: Locate the Tuition & Fees card.

example



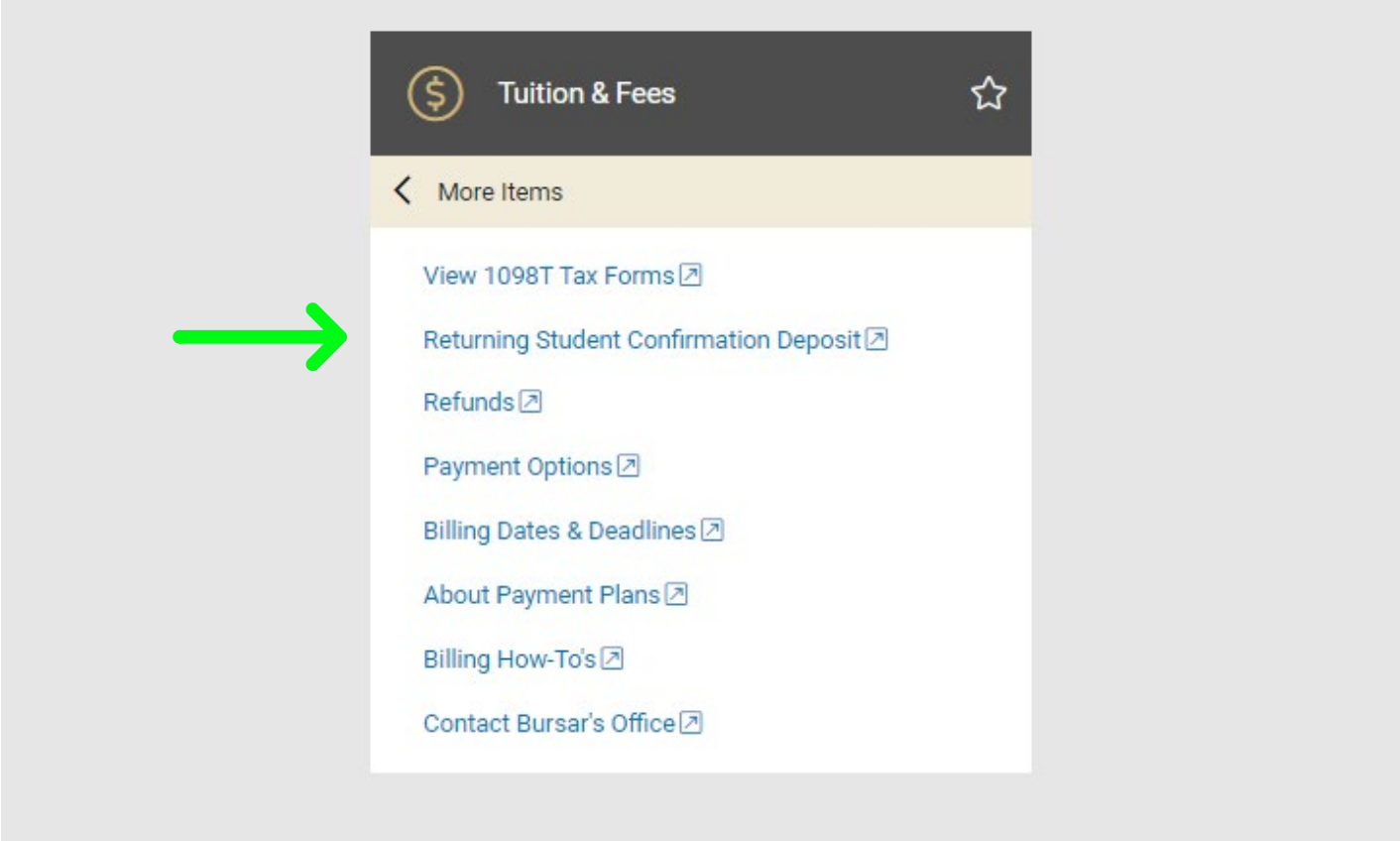
Step 3: Click on the card menu (the three vertical dots in the upper right corner) and then click **Confirmation Deposit**.

example



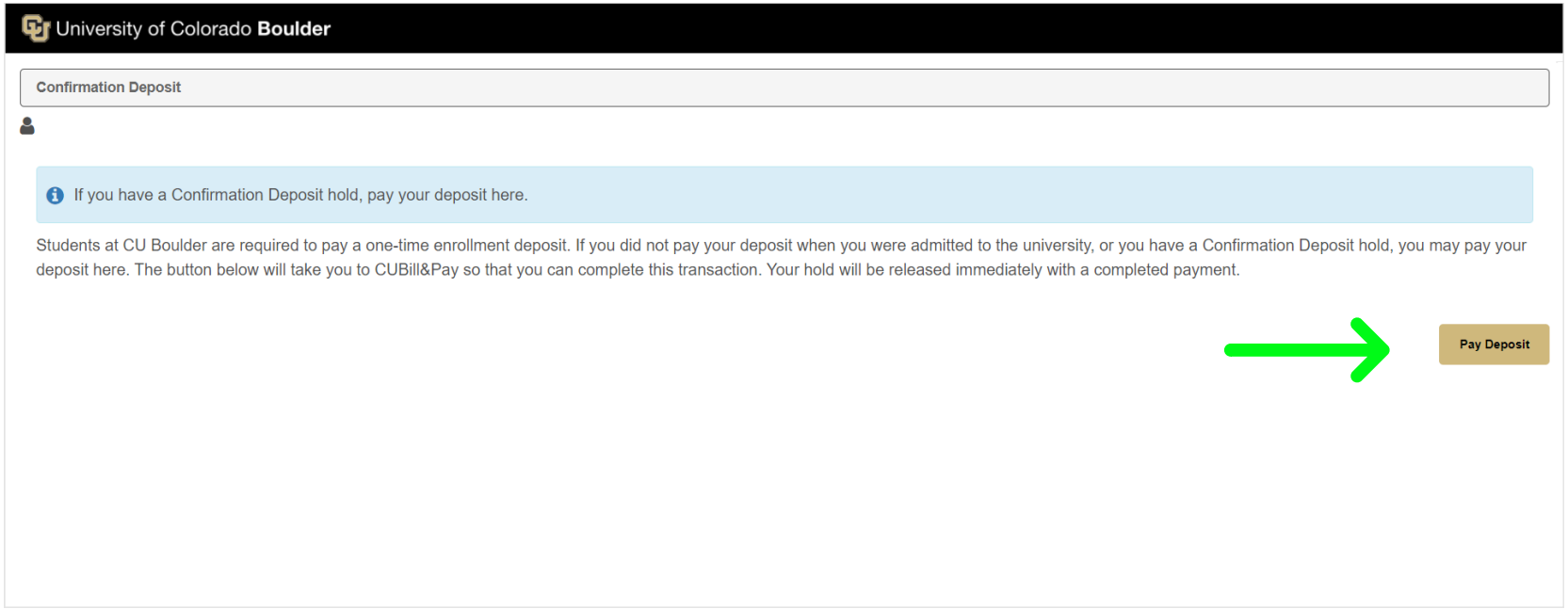
Step 4: Click **Pay Deposit**.

example

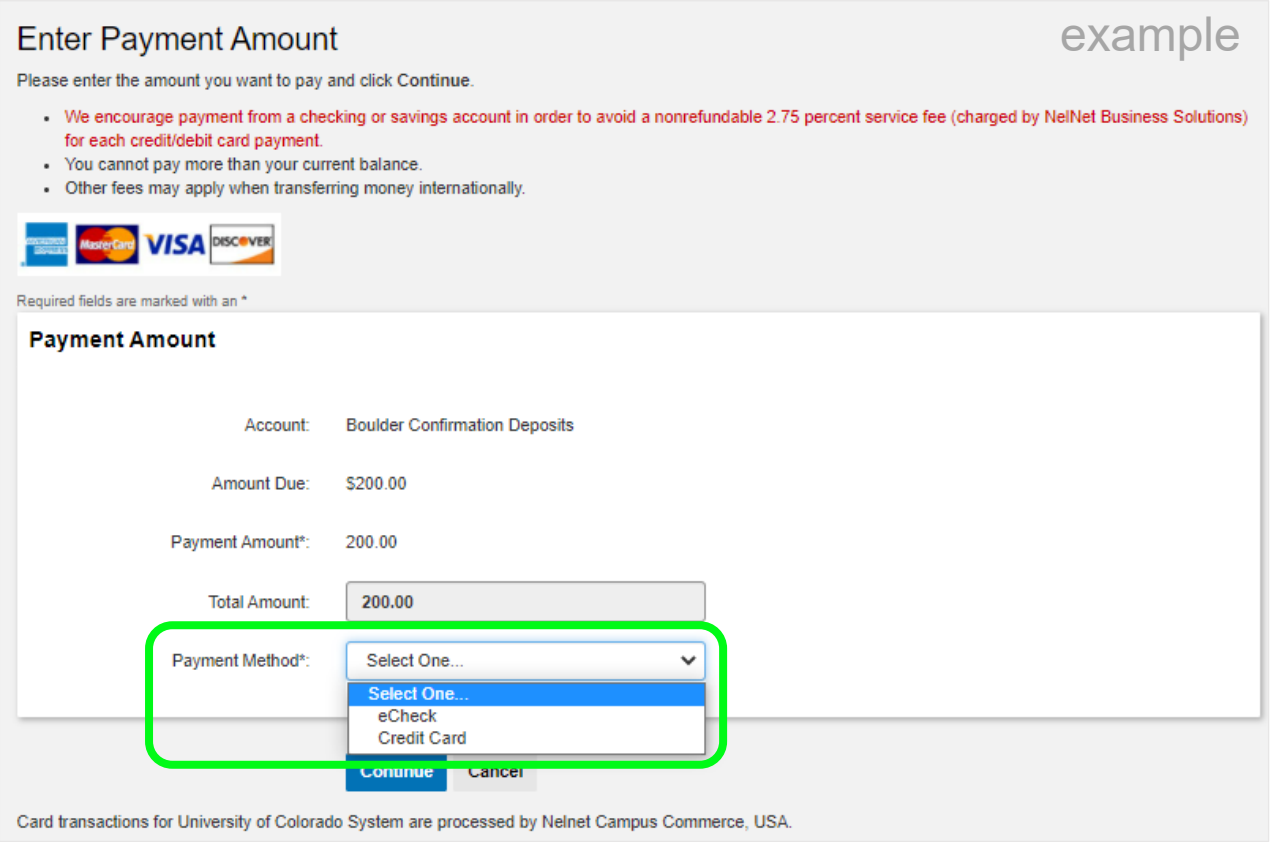


Step 5: Click **Pay Deposit**.

example

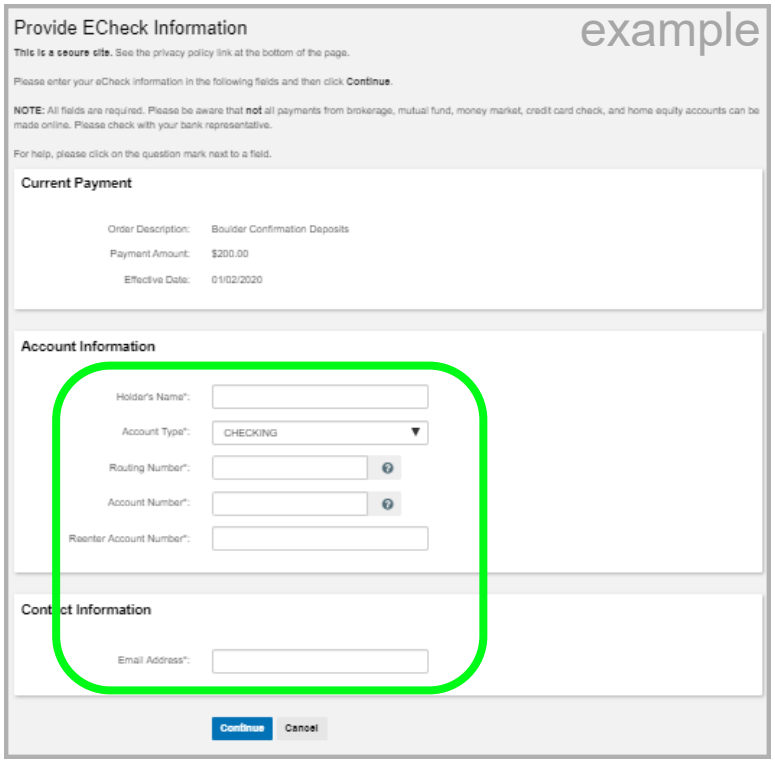


Step 6: Choose a payment method. If you pay with a credit or debit card, you will be charged a nonrefundable 2.75 percent service fee (charged by NelNet Campus Commerce). We encourage payment from a checking or savings account (eCheck) in order to save money and avoid paying this fee. Paying with eCheck is secure, fast and free.

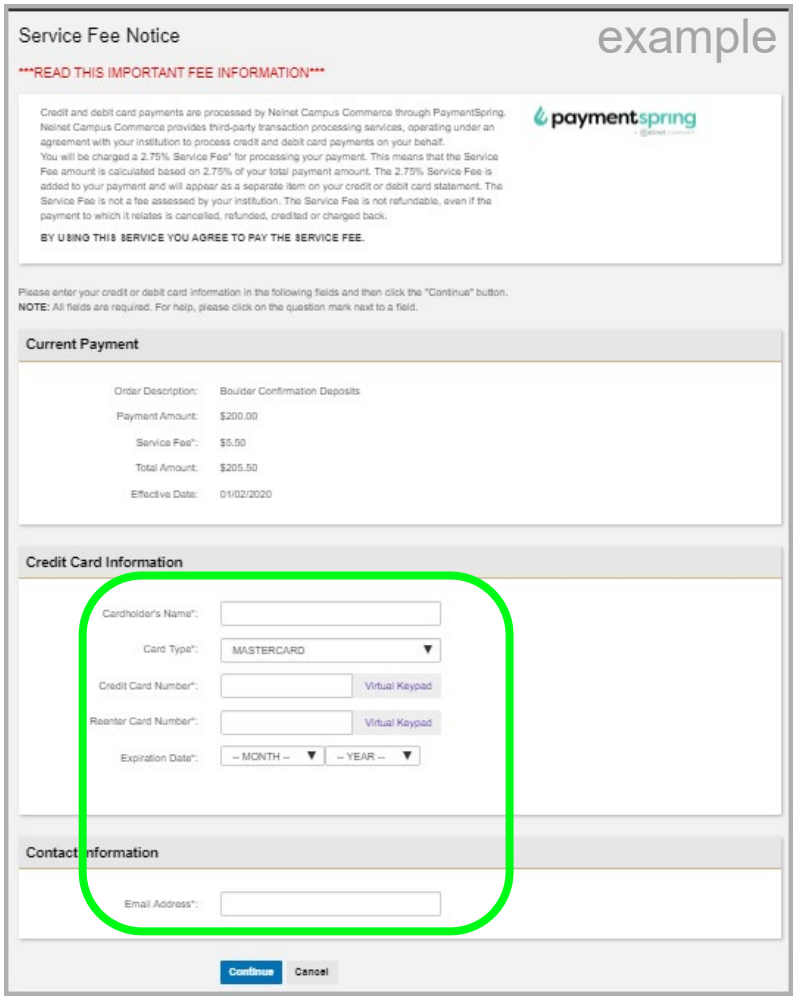


Step 7: Enter payment information for the payment method you chose and click **Continue.**

If you are paying with eCheck:

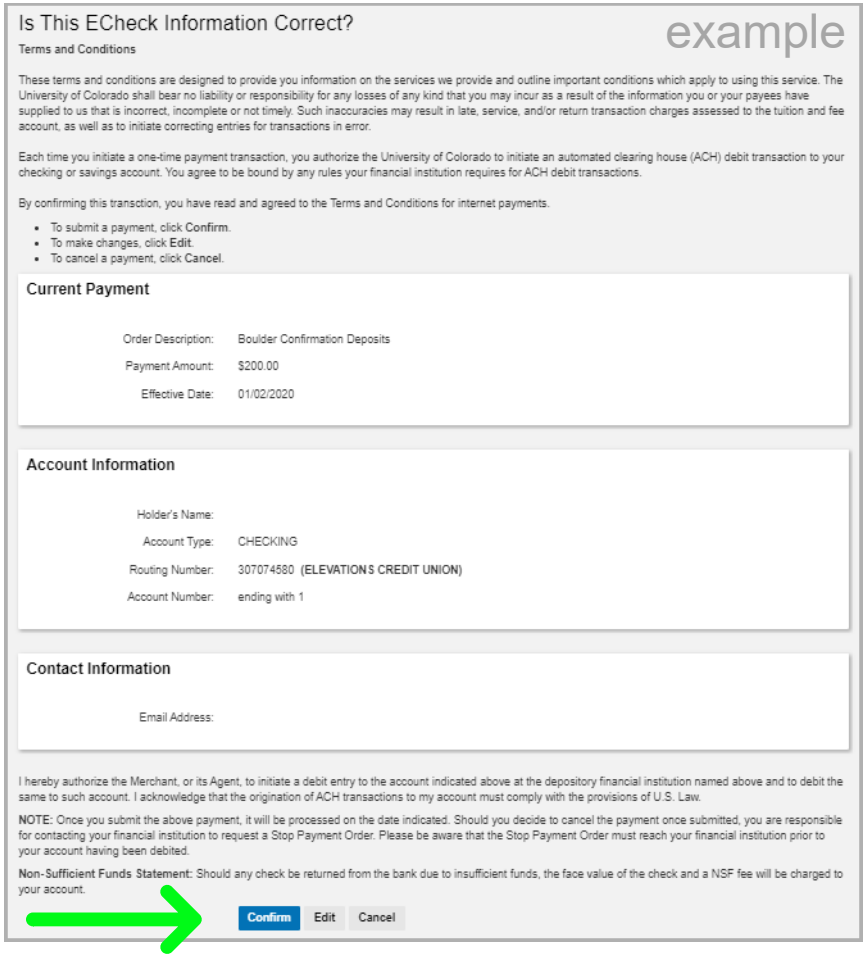


If you are paying with a credit or debit card:

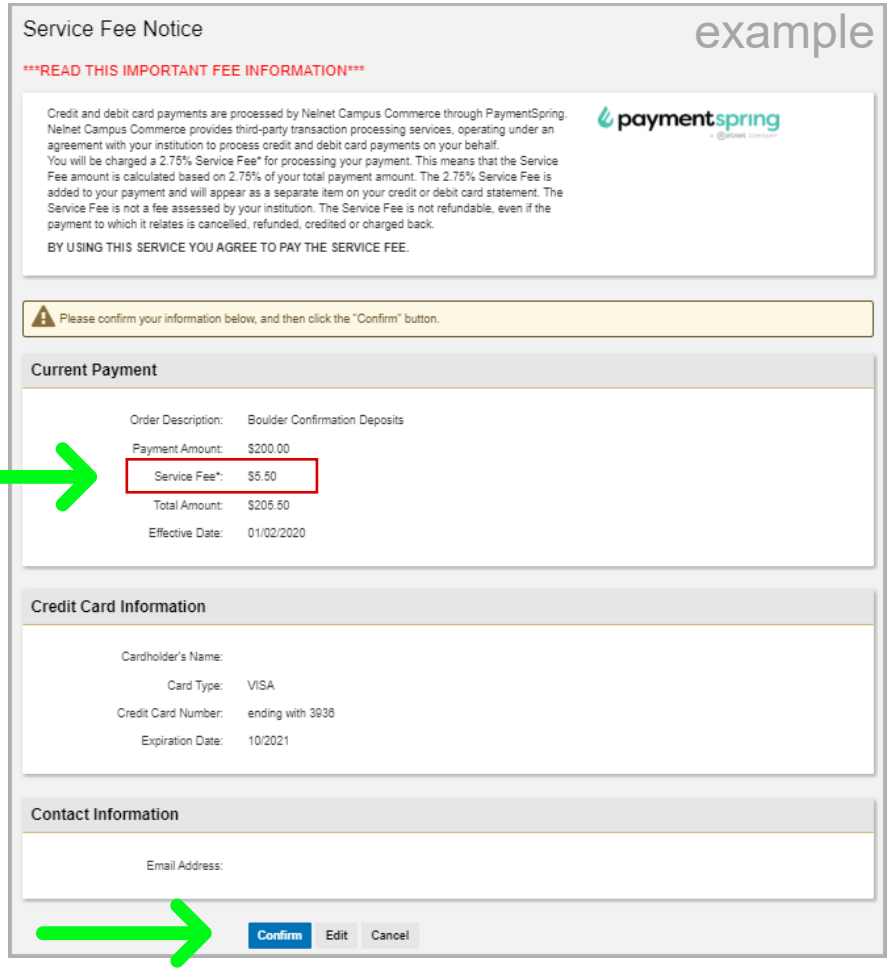


Step 8: Confirm that the information is correct. Note that you will be charged a 2.75 percent service fee if you choose to pay with a credit or debit card. Click **Confirm**.

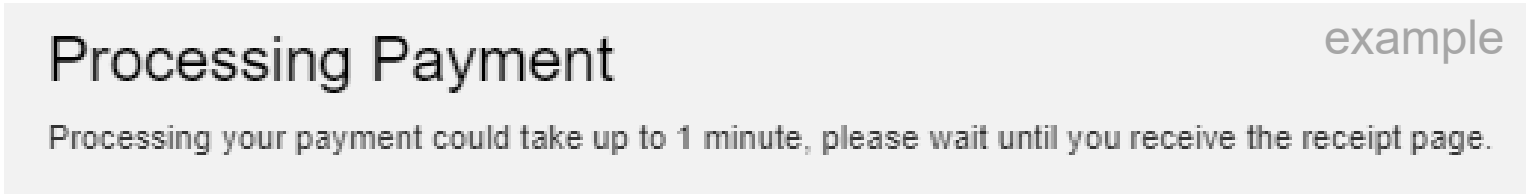
If you are paying with eCheck:



If you are paying with a credit/debit card:

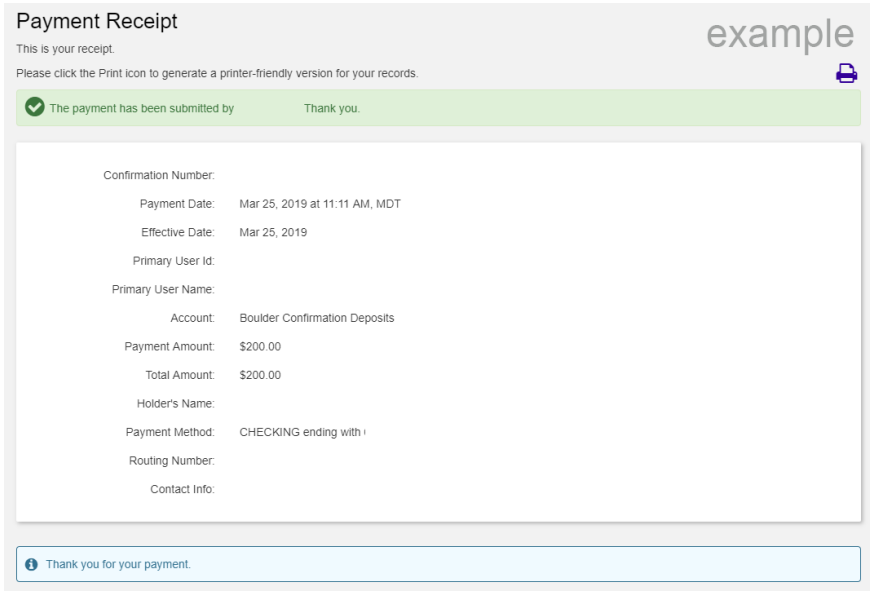


Step 9: While your payment is processing, you will see this message.



Step 10: Your deposit is now paid. If you paid with a credit or debit card, you will see two receipts and receive two separate emails: one for the confirmation deposit payment and one for the service fee payment.

If you are paying with eCheck:



Payment Receipt

example

This is your receipt.

Please click the Print icon to generate a printer-friendly version for your records.

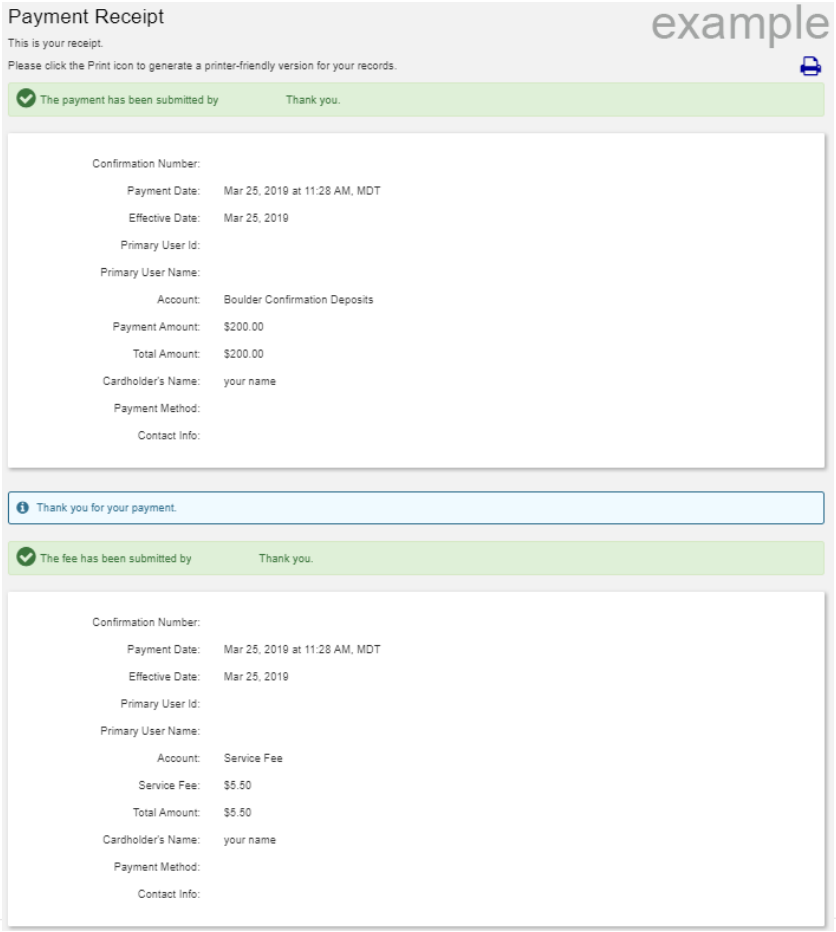
The payment has been submitted by Thank you.

Confirmation Number:	
Payment Date:	Mar 25, 2019 at 11:11 AM, MDT
Effective Date:	Mar 25, 2019
Primary User Id:	
Primary User Name:	
Account:	Boulder Confirmation Deposits
Payment Amount:	$200.00
Total Amount:	$200.00
Holder's Name:	
Payment Method:	CHECKING ending with
Routing Number:	
Contact Info:	

Thank you for your payment.

Separate receipt for service fee

If you are paying with a credit/debit card:



Payment Receipt

example

This is your receipt.

Please click the Print icon to generate a printer-friendly version for your records.

The payment has been submitted by Thank you.

Confirmation Number:	
Payment Date:	Mar 25, 2019 at 11:28 AM, MDT
Effective Date:	Mar 25, 2019
Primary User Id:	
Primary User Name:	
Account:	Boulder Confirmation Deposits
Payment Amount:	$200.00
Total Amount:	$200.00
Cardholder's Name:	your name
Payment Method:	
Contact Info:	

Thank you for your payment.

The fee has been submitted by Thank you.

Confirmation Number:	
Payment Date:	Mar 25, 2019 at 11:28 AM, MDT
Effective Date:	Mar 25, 2019
Primary User Id:	
Primary User Name:	
Account:	Service Fee
Service Fee:	$5.50
Total Amount:	$5.50
Cardholder's Name:	your name
Payment Method:	
Contact Info:	