

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](#).

University of Colorado **Boulder** example

Federated Identity Service

Log in to **Buff Portal**

IdentiKey Username (example: chbu1234)

IdentiKey Password

[Need help logging in?](#)
Quit or close all browser windows to exit completely.
DO NOT bookmark this page! Bookmark the service homepage after logging in.

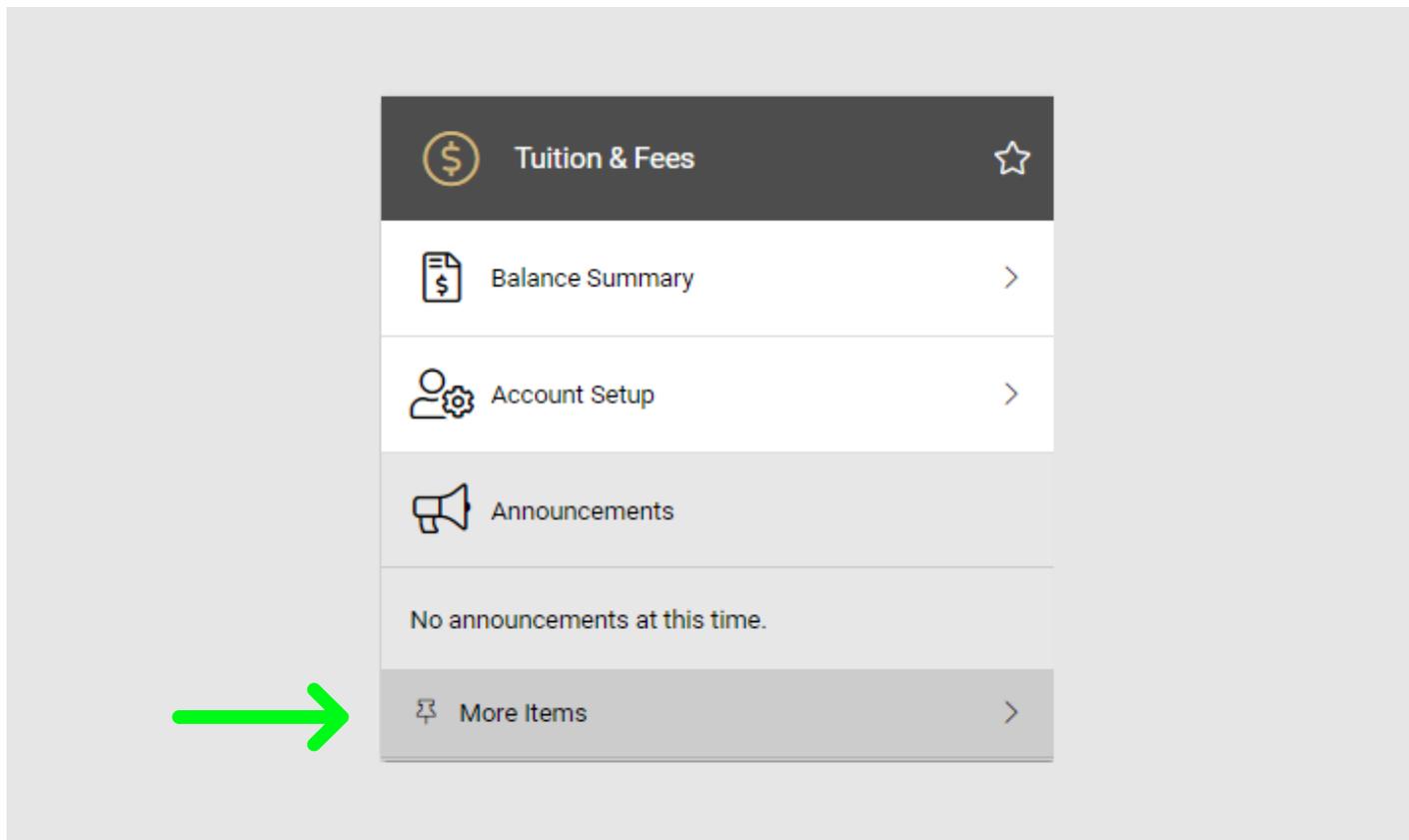
Step 2: Locate the Tuition & Fees card.

example

The screenshot displays the Buff Portal interface. On the left is a navigation menu with options like Home, Favorites, Classes, and Registration & Advising. The main content area is divided into three columns. The first column contains cards for 'Holds & To-Dos' (0 holds, 7 to-dos), 'Enrollment Dates' (no dates for Spring 2022), and 'Grades & GPA'. The second column shows a 'Class Schedule' grid for Spring 2022. The third column features 'Your Classes' (no information available) and a 'Tuition & Fees' card, which is highlighted with a green circle. The 'Tuition & Fees' card includes links for 'Balance Summary', 'Account Setup', and 'Announcements'.

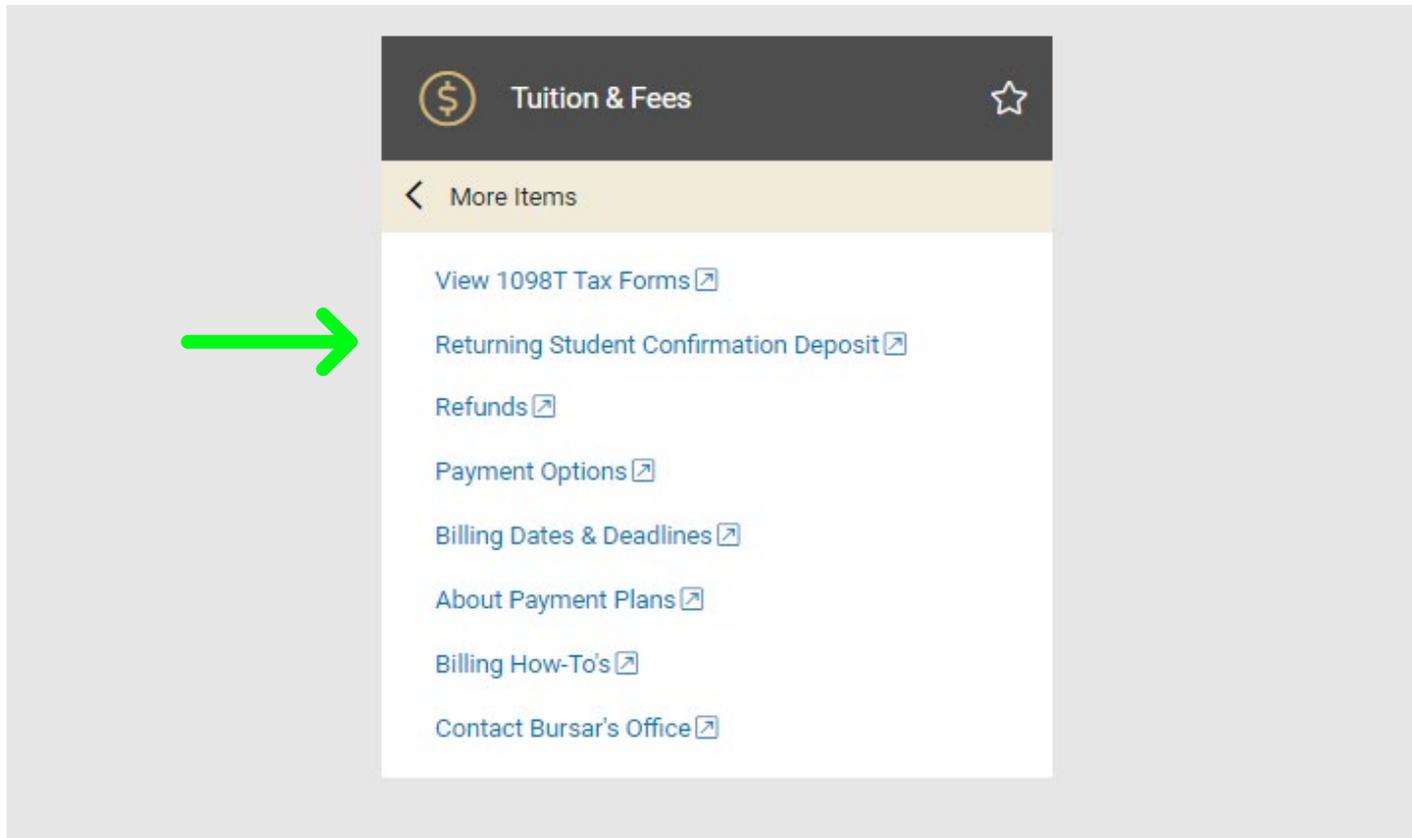
Step 3: Click on the card menu (the three vertical dots in the upper right corner) and then click **Confirmation Deposit**.

example



Step 4: Click **Pay Deposit**.

example



Step 5: Click **Pay Deposit**.

example

University of Colorado Boulder

Confirmation Deposit



i If you have a Confirmation Deposit hold, pay your deposit here.

Students at CU Boulder are required to pay a one-time enrollment deposit. If you did not pay your deposit when you were admitted to the university, or you have a Confirmation Deposit hold, you may pay your deposit here. The button below will take you to CUBill&Pay so that you can complete this transaction. Your hold will be released immediately with a completed payment.

 [Pay Deposit](#)

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.

Enter Payment Amount example

Please enter the amount you want to pay and click Continue.

- We encourage payment from a checking or savings account in order to avoid a nonrefundable 2.75 percent service fee (charged by NelNet Business Solutions) for each credit/debit card payment.
- You cannot pay more than your current balance.
- Other fees may apply when transferring money internationally.



Required fields are marked with an *

Payment Amount

Account: Boulder Confirmation Deposits

Amount Due: \$200.00

Payment Amount*: 200.00

Total Amount:

Payment Method*:

Card transactions for University of Colorado System are processed by Nelnet Campus Commerce, USA.

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

If you are paying with eCheck:

Provide ECheck Information example

This is a secure site. See the privacy policy link at the bottom of the page.

Please enter your eCheck information in the following fields and then click **Continue**.

NOTE: All fields are required. Please be aware that **not** all payments from brokerage, mutual fund, money market, credit card check, and home equity accounts can be made online. Please check with your bank representative.

For help, please click on the question mark next to a field.

Current Payment

Order Description:	Boulder Confirmation Deposits
Payment Amount:	\$200.00
Effective Date:	01/02/2020

Account Information

Holder's Name*:

Account Type*: CHECKING

Routing Number*:

Account Number*:

Reenter Account Number*:

Contact Information

Email Address*:

If you are paying with a credit or debit card:

Service Fee Notice example

*****READ THIS IMPORTANT FEE INFORMATION*****

Credit and debit card payments are processed by Nelnet Campus Commerce through PaymentSpring. Nelnet Campus Commerce provides third-party transaction processing services, operating under an agreement with your institution to process credit and debit card payments on your behalf. You will be charged a 2.75% "Service Fee" for processing your payment. This means that the Service Fee amount is calculated based on 2.75% of your total payment amount. The 2.75% Service Fee is added to your payment and will appear as a separate item on your credit or debit card statement. The Service Fee is not a fee assessed by your institution. The Service Fee is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back.

BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE.

Please enter your credit or debit card information in the following fields and then click the "Continue" button.

NOTE: All fields are required. For help, please click on the question mark next to a field.

Current Payment

Order Description:	Boulder Confirmation Deposits
Payment Amount:	\$200.00
Service Fee*:	\$5.50
Total Amount:	\$205.50
Effective Date:	01/02/2020

Credit Card Information

Cardholder's Name*:

Card Type*: MASTERCARD

Credit Card Number*:

Reenter Card Number*:

Expiration Date*: -- MONTH -- -- YEAR --

Contact Information

Email Address*:

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:

example

Is This ECheck Information Correct?

Terms and Conditions

These terms and conditions are designed to provide you information on the services we provide and outline important conditions which apply to using this service. The University of Colorado shall bear no liability or responsibility for any losses of any kind that you may incur as a result of the information you or your payees have supplied to us that is incorrect, incomplete or not timely. Such inaccuracies may result in late, service, and/or return transaction charges assessed to the tuition and fee account, as well as to initiate correcting entries for transactions in error.

Each time you initiate a one-time payment transaction, you authorize the University of Colorado to initiate an automated clearing house (ACH) debit transaction to your checking or savings account. You agree to be bound by any rules your financial institution requires for ACH debit transactions.

By confirming this transaction, you have read and agreed to the Terms and Conditions for internet payments.

- To submit a payment, click **Confirm**.
- To make changes, click **Edit**.
- To cancel a payment, click **Cancel**.

Current Payment

Order Description:	Boulder Confirmation Deposits
Payment Amount:	\$200.00
Effective Date:	01/02/2020

Account Information

Holder's Name:	
Account Type:	CHECKING
Routing Number:	307074680 (ELEVATIONS CREDIT UNION)
Account Number:	ending with 1

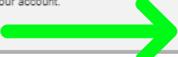
Contact Information

Email Address:	
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I hereby authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above at the depository financial institution named above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.

NOTE: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.

Non-Sufficient Funds Statement: Should any check be returned from the bank due to insufficient funds, the face value of the check and a NSF fee will be charged to your account.

[Confirm](#) [Edit](#) [Cancel](#)

If you are paying with a credit/debit card:

example

Service Fee Notice

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BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE.

 Please confirm your information below, and then click the "Confirm" button.

Current Payment

Order Description:	Boulder Confirmation Deposits
Payment Amount:	\$200.00
Service Fee*:	\$5.50
Total Amount:	\$205.50
Effective Date:	01/02/2020

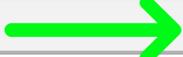


Credit Card Information

Cardholder's Name:	
Card Type:	VISA
Credit Card Number:	ending with 3636
Expiration Date:	10/2021

Contact Information

Email Address:	
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[Confirm](#) [Edit](#) [Cancel](#)

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

Processing Payment

example

Processing your payment could take up to 1 minute, please wait until you receive the receipt page.

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:

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:

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: