Instructions for Paying The $100.00 Admissions Deposit Online

Applicants can now pay the $100.00 Admissions Deposit online. Please note: This applies to only the Admissions Deposit. It does not apply to the Application Fee. If you applied online and did not pay the Application Fee, the Application Fee must be paid by check, money order or cash. Payment should be sent to Undergraduate Admissions, 840 Wood Street, Clarion PA 16214.

To pay your Admissions Deposit log into your account, using the User ID and password provided at the time of application. Currently and previously enrolled students should use their current User ID and password. Currently enrolled or previously enrolled students who cannot remember the User ID and password should contact Computing Services by phone at 814-393-2640 or by sending an email to helpdesk@clarion.edu. Applicants who were not enrolled and cannot remember the User ID and Password should contact Admissions by telephone at 814-393-2306 or by sending an email to admissions@clarion.edu.

Instructions:

To log into your account go to myclarion.clarion.edu and enter your User ID and Password.
Once you have logged in, click on the Student Center link. You many see another link, so make sure to select Student Center.
The Student Center Page will open. Click on the Make an Online Payment under Finances.
When you click the **Make an Online Payment** link a new window will open. If the new window does not open please check your browser to verify that you do not have **Pop Up Blocker** set.

If you need to find out how to turn off Pop Up Blocker:

**Internet Explorer:**

To turn Pop-up Blocker on or off

1. Open Internet Explorer, select the **Tools** button, and then select **Internet options**.
2. On the **Privacy** tab, under Pop-up Blocker, select or clear the **Turn on Pop-up Blocker** check box, and then select **OK**.

**Google Chrome:**

**Turn pop-ups on or off**

1. On your computer, open Chrome.
2. At the top right, click **More** ; :
3. Click **Settings**.
4. At the bottom, click **Show advanced settings**.
5. Under **Privacy**, click **Content settings**.
6. Under **Pop-ups**, select an option:
   - Do not allow any site to show pop-ups (recommended)
   - Allow all sites to show pop-ups

*It is also important to note that you will not be able to make a payment on your **iPhone** using **Safari** as the Pop Up window will not come up.*
The Clarion University Online Payment Processor will be displayed. Select the **Deposits** Option.

The **Select Term for Deposit Payment** box will appear. Select the application term you applied for in the drop down box and then click the **Select** button.
The **Select Deposit Payment** Box will appear. Select the term displayed.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment Method</th>
<th>Confirmation</th>
</tr>
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<tbody>
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**Select Term for Deposit Payment**
If multiple terms are available, please select a term.

Select a term:  
- Fall 2018
- Select

**Select Deposit Payment**
Select a deposit account for making a payment from the drop-down menu below.

Select a deposit:
- Enrollment Deposit - Fall
- Select
The details of the payment will then display. Click the **Continue** button.

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**Deposit Payment**

Select Term for Deposit Payment
If multiple terms are available, please select a term.

Select a term:  
[Fall 2018]  Select

Select Deposit Payment
Select a deposit account for making a payment from the drop-down menu below.

Select a deposit:  
[Enrollment Deposit - Fall]  Select

**Enrollment Deposit - Fall**
Enrollment Deposit for Students admitted to the future Fall term.

Deposit name:  
Term:  
Maximum payment amount:  $100.00
Payment amount:  $100.00

[Continue]  [Cancel]
The **Select Payment Method** screen will appear. There are three payment methods (Electronic Check (checking/savings), Credit Card via PayPath, and Debit Card).

Deposit paid with an **Electronic Check or with a Debit Card**, do **NOT** have additional fees.

Deposits paid with a **credit card** will have a small, nonrefundable convenience fee assessed. (If this option is selected it will take you to the **Confirmation** page when you click the Select button).

Select the **Payment Method** option from the drop down box and the click the **Select** button.
If **Credit Card** is selected on the **Payment Method** screen the **Confirmation** screen is displayed and you select **Continue to PayPath** if you still want to pay with a credit card.

After the payment option is selected, follow the online prompts. Once the payment is submitted a confirmation page will be displayed which will provide information about the payment. It is recommended you print a copy of this page. If the payment method you chose does not give you a print button you can use your browsers print function. A payment confirmation email will be sent to the email address you entered when making the payment. If you were not prompted for an email address, the confirmation email will be sent to the email address you provided when you applied.
After completing the payment options, select the logout link or simply close the window. When you return to the Student Center page, you will need to refresh the page so payment is reflected. A short cut for Windows based computers is F5. Or you can close the page and log back into your Student Center to see the payment as received.