MAKE AN ADVANCE TUITION AND/OR HOUSING DEPOSIT:

1. Choose “Quick Links” option at upper right of Brockport homepage (www.brockport.edu)

2. Select “Web Banner”

3. Log in using your Brockport Student ID Number (Hint: number starts with “800”)

4. Enter your PIN number

5. Click Login
6. Click on the “Student Services” tab OR the “Student Services” link on the left side of page

7. Click on the “Advance Deposit (Housing & Tuition)” link
8. Select the appropriate deposit option

9. Deposit summary and payment option will display:
10. Verify the term of the deposit is correct. Terms are represented by the following coding:
   a. FALL: 4 digit year followed by “09” (e.g., Fall 2015 displays as 201509)
   b. SPRING: 4 digit year followed by “02” (e.g., Spring 2016 displays as 201602)
   c. SUMMER: 4 digit year followed by “06” (e.g., Summer 2016 displays as 201606)

Using the “drop down” box under “Payment Method”, select the appropriate payment instrument (eCheck or Credit Card) and hit the “Continue” button.

11. FOR CREDIT CARD PAYMENTS:
    Select CREDIT CARD: payment screen will display as indicated below. Note the deposit type, payment amount, and date will pre-fill. (for eCHECK payment instructions, see step 12)
Enter the following data for CREDIT CARD PAYMENTS:

a. Cardholder’s Name

b. Card Type (use the drop down box to select MasterCard, Visa or Discover)

c. Credit Card Number *(note: must enter card number twice)* AND expiration date

d. Billing address information, including Address, State, Zip

e. Daytime Phone

f. Email address

g. Select the “Continue Button”

EXAMPLE OF COMPLETED CREDIT CARD PAYMENT FORM:

12. FOR eCHECK PAYMENTS:

Select eCHECK (electronic check): payment screen will display as indicated below. Note the deposit type, payment amount, and date will pre-fill. *(for CREDIT CARD payment instructions, see step 11 above)*
Enter the following data for ECHECK PAYMENTS:

a. Holder's Name

b. Account Type (Use the drop down box to select checking or savings)

c. Routing Number

d. Account Number (note: must enter account number twice)

e. Billing address information, including Address, State, Zip

f. Daytime Phone

g. Email address

h. Select the CONTINUE button

EXAMPLE OF COMPLETED ECHECK PAYMENT FORM:

13. The system will ask you to confirm the payment information you entered. Once you have verified the information, select the “Confirm” button at the bottom of the page.
14. The system will alert you that the payment is being processed.

15. You will receive a printable payment receipt (example below). Print/keep this receipt for your records. Be sure to verify:
   a. Account (Note: will display deposit type for which payment was received)
   b. Payment Amount
   c. Holder’s Name
   d. Billing/Contact
   e. Term
   f. Information

Thank you!