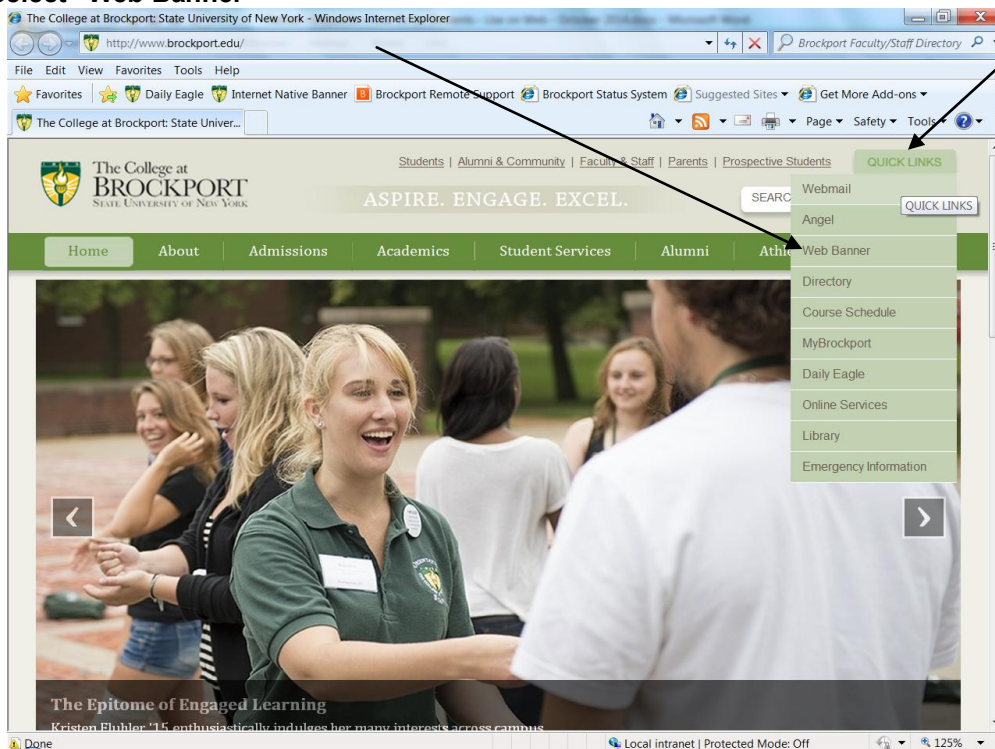


MAKE AN ADVANCE TUITION AND/OR HOUSING DEPOSIT:

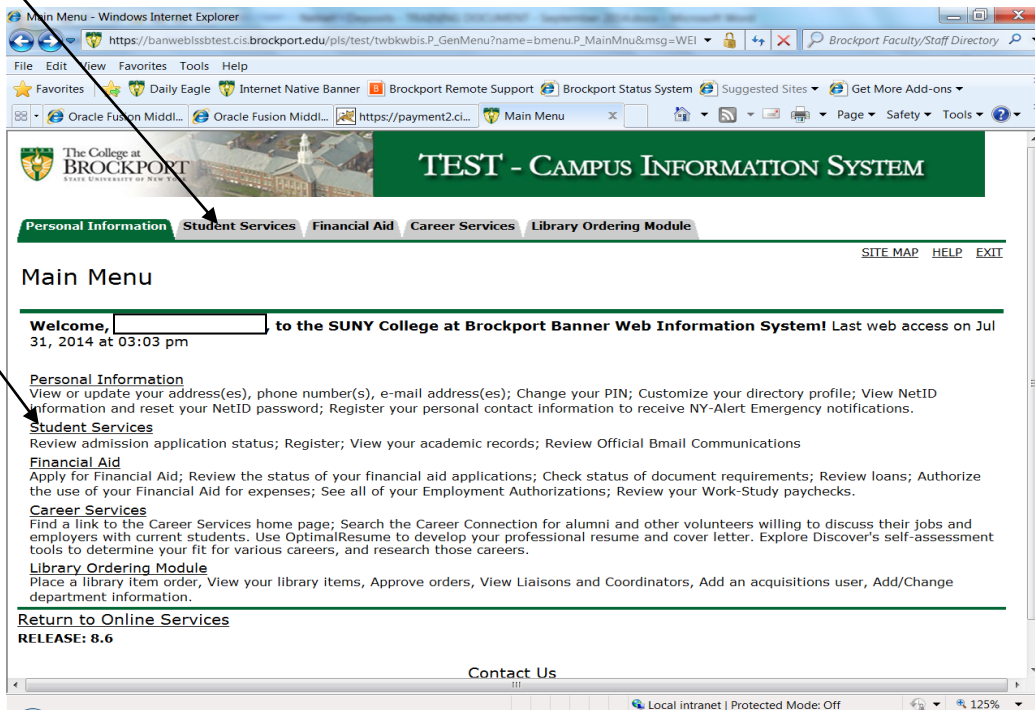
1. Choose “Quick Links” option at upper right of Brockport homepage (www.brockport.edu)
2. Select “Web Banner”



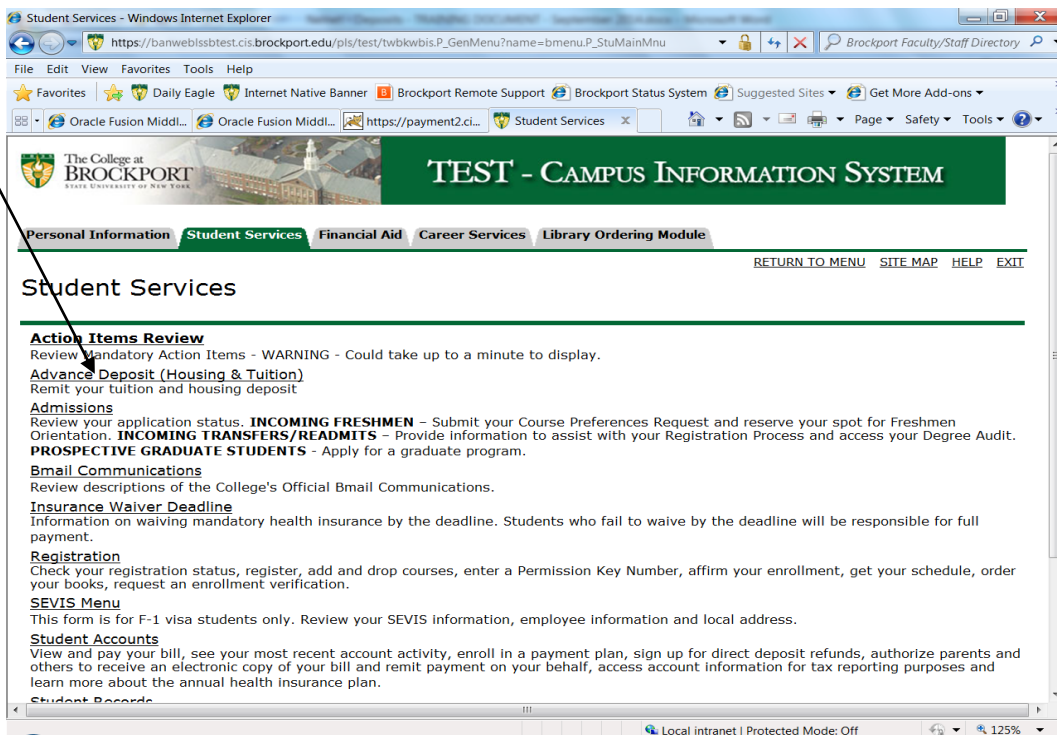
3. Log in using your Brockport Student ID Number (*Hint: number starts with “800”*)
4. Enter your PIN number
5. Click Login

A screenshot of the Brockport Campus Information System login page. The page title is 'User Login'. It contains a section titled 'CAMPUS INFORMATION SYSTEM' with instructions for logging in. The instructions state that users should enter their Banner ID Number (User ID) and their PIN. It also provides details on how to format the PIN if it's a first-time user. At the bottom, there are input fields for 'User ID' (pre-filled with '800xxxxxx') and 'PIN', along with 'Login' and 'Forgot PIN?' buttons. Arrows from the previous screenshot point to the 'User ID' field and the 'Login' button.

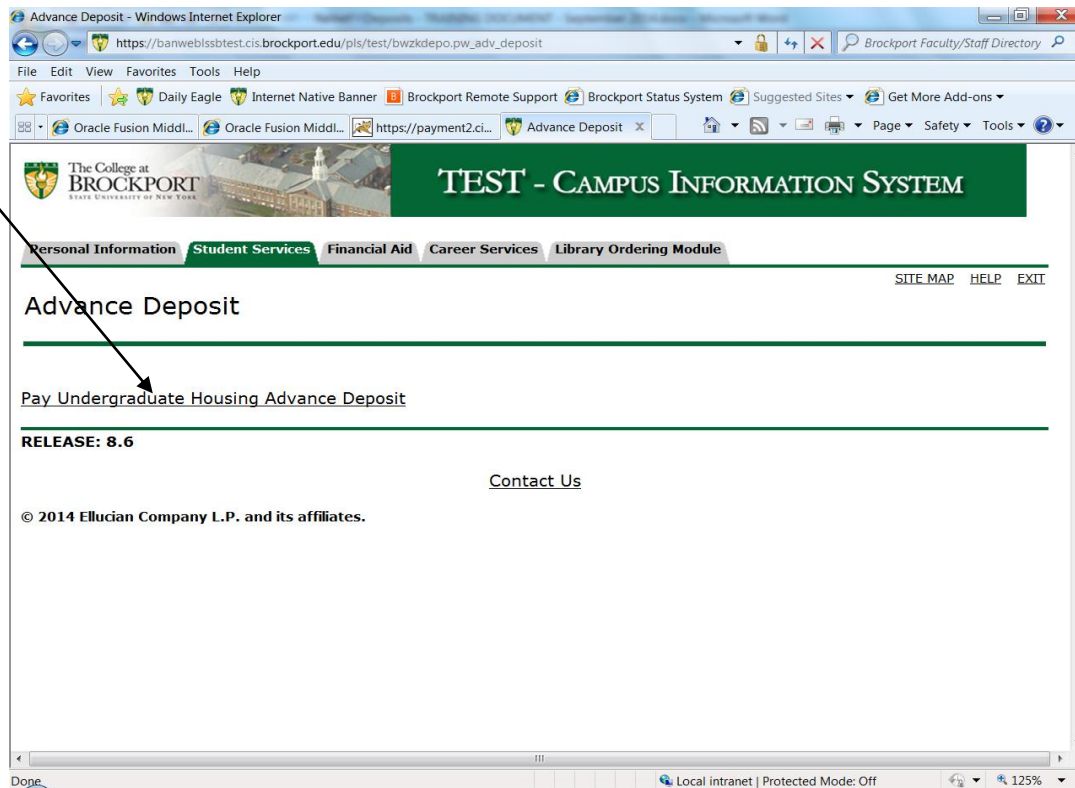
6. Click on the “Student Services” tab OR the “Student Services” link on the left side of page



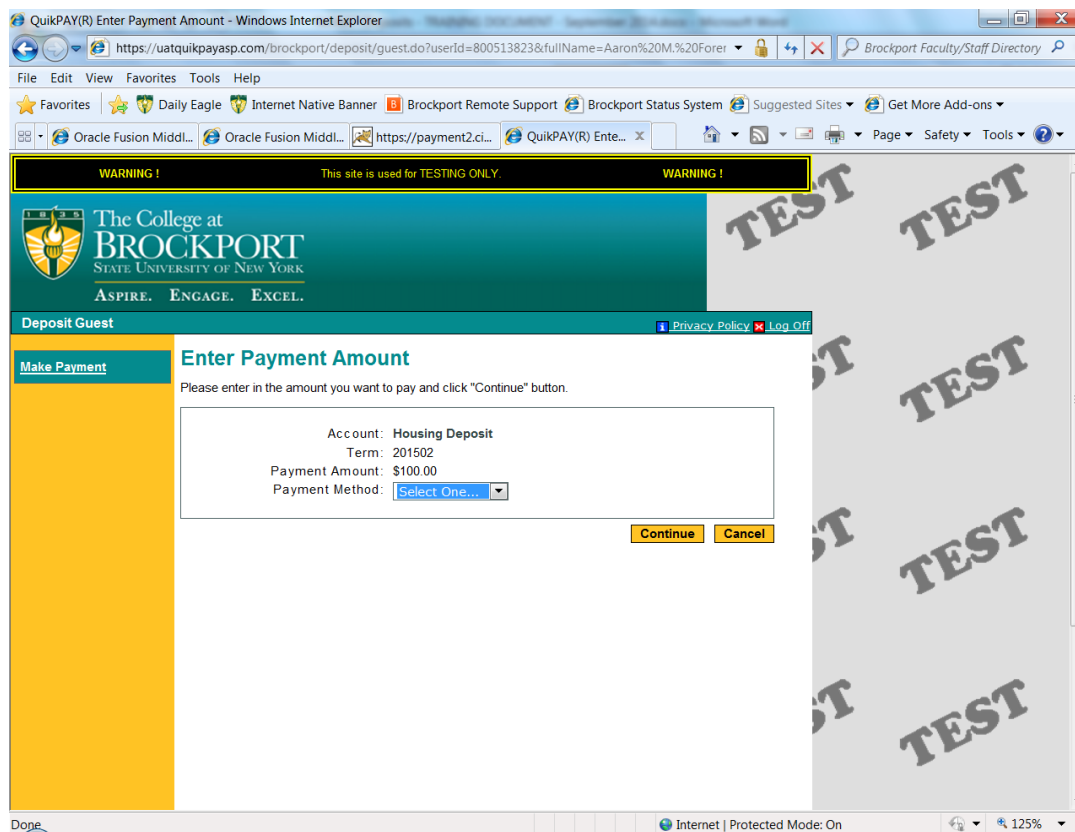
7. Click on the “Advance Deposit (Housing & Tuition)” link



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

QuikPAY(R) Enter Payment Amount - Windows Internet Explorer

https://uatquikpayasp.com/brockport/deposit/guest.do?userId=800513823&fullName=Aaron%20M.%20Forer

WARNING! This site is used for TESTING ONLY. WARNING!

The College at BROCKPORT
STATE UNIVERSITY OF NEW YORK
ASPIRE. ENGAGE. EXCEL.

Deposit Guest Privacy Policy Log Off

Make Payment

Enter Payment Amount

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

Account: Housing Deposit
Term: 201502
Payment Amount: \$100.00
Payment Method: Select One...
eCheck
Credit Card

Continue Cancel

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*)

QuikPAY(R) Provide Credit Card Information - Windows Internet Explorer

https://uatquikpayasp.com/brockport/qp/epay/prepareCreditCardPayment.do

WARNING! This site is used for TESTING ONLY. WARNING!

The College at BROCKPORT
STATE UNIVERSITY OF NEW YORK
ASPIRE. ENGAGE. EXCEL.

Deposit Guest Privacy Policy Log Off

Make Payment

Provide Credit Card Information

Please enter your credit card information in the following fields, then click "Continue" button.
NOTE: All fields are required.

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

Current Payment

Housing Deposit Payment Amount: \$100.00
Effective Date: 09/25/2014

Credit Card Information

Cardholder's Name: Virtual Keypad
Card Type: MASTERCARD
Credit Card Number:
Reenter Card Number:
Expiration Date: -- MONTH -- / -- YEAR --

Billing Address Information

Address 1:
(optional) Address 2:
City:
For U.S. Address State: Select One... Zip:
For International Address

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:

Effective Date: 09/26/2014

Credit Card Information

Cardholder's Name: Virtual Keypad

Card Type:

Credit Card Number:

Reenter Card Number:

Expiration Date: /

Billing Address Information

Address 1:

(optional) Address 2:

City:

For U.S. Address

State:

Zip:

For International Address

Region / Province:

Postal Code:

Country:

Contact Information

Daytime Phone:

Email Address:

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*)

Make Payment

Provide eCheck Information

Please enter your check information in the following fields, and then click the "Continue" button.
NOTE: All fields are required. Please be aware that not all payments from brokerage accounts can be made online. Please check with your brokerage account representative.
For help, please click on the question mark next to a field.

Current Payment

Housing Deposit:

Account Information

Holder's Name:

Account Type:

Routing Number:

Account Number:

Reenter Account Number:

Billing Address Information

Address 1:

(optional) Address 2:

City:

State:

Zip:

Contact Information

Daytime Phone:

Email Address:

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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:

Current Payment

Housing Deposit	Payment Amount:	\$100.00
	Effective Date:	09/26/2014

Account Information

Holder's Name:

Account Type:

Routing Number:

Account Number:

Reenter Account Number:

Billing Address Information

Address 1:

(optional) Address 2:

City:

State:

Zip:

Contact Information

Daytime Phone:

e.g. (555) 555-1212x123 OR +31 42 123 4567

Email Address:

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.

Make Payment

Is this eCheck information correct?

Please confirm that your eCheck information is entered correctly.

- To submit a payment, please click the "Confirm" button.
- To make changes, please click the "Edit" button.
- To cancel a payment, please click the "Cancel" button.

Current Payment

Housing Deposit	Payment Amount:	\$100.00
	Effective Date:	09/26/2014

Account Information

Holder's Name:

Account Type:

Routing Number:

Account Number:

Billing Address Information

Address 1:

City:

State:

Zip:

Contact Information

Daytime Phone:

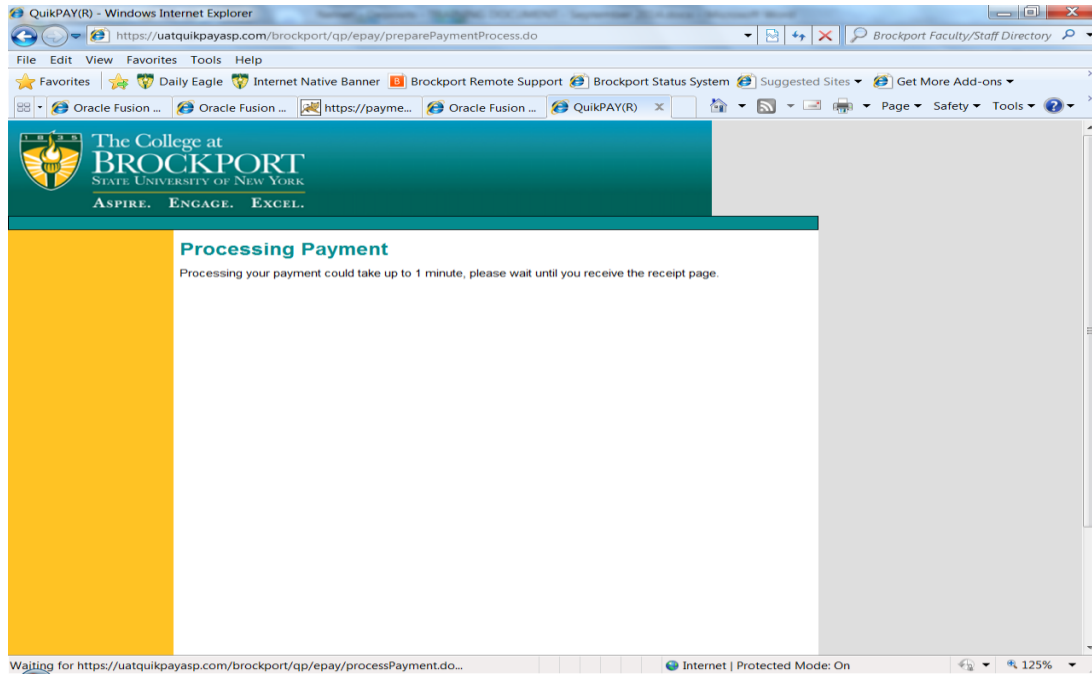
Email Address:

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.

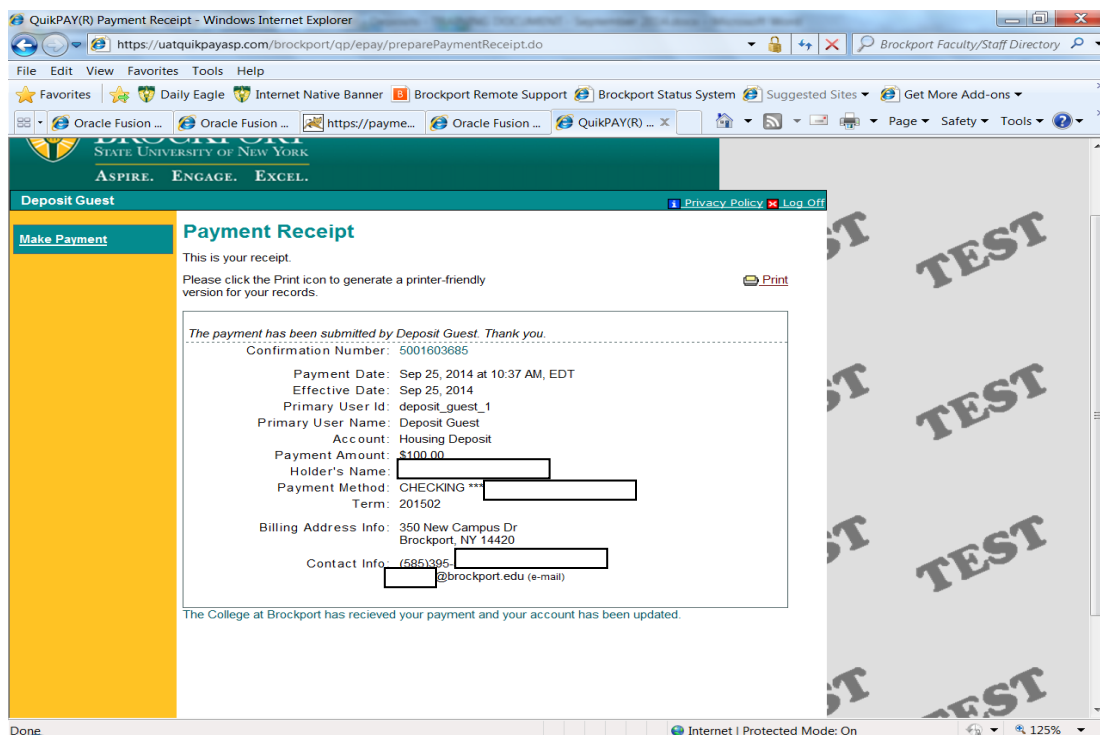
September 25, 2014

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:

- Account (*Note: will display deposit type for which payment was received*)
- Payment Amount
- Holder's Name
- Billing/Contact
- Term
- Information



Thank you!

September 25, 2014