

Bill + Payment Deposits

1. Select Deposits from the menu bar

The screenshot shows the top navigation bar of the Puget Sound website. The 'Deposits' menu item is highlighted with a red arrow. Below the navigation bar, there is an 'Announcement' section with a 'Making a Deposit' heading and a list of instructions. To the right, there is an 'Express Payment' section with a 'Select Option' dropdown menu and a 'Go!' button. Further right, there is a 'My Profile Setup' section with links for 'Authorized Users', 'Personal Profile', 'Consents and Agreements', and 'Electronic Refunds'.

2. Select UGRAD Admission Deposit from Select Deposit Payment drop down then click Select button

The screenshot shows the 'Deposit Payment' section of the website. The 'Amount' step is highlighted with a red circle and the number '1'. The 'Select a deposit' dropdown menu is open, showing options: 'Select Deposit Payment', 'DPT Admission Deposit', 'GRAD Admission Deposit', and 'UGRAD Admission Deposit - Fall'. The 'Select' button is highlighted with a red box and the number '2', with a red arrow pointing to it.

3. Review information then click Continue button

The screenshot shows the 'Deposit Payment' section with the 'UGRAD Admission Deposit - Fall' selected in the dropdown menu. Below the dropdown, there is a table with the following information:

UGRAD Admission Deposit - Fall	
Deposit name	UGRAD Admission Deposit - Fall
Deposit description	Advanced Tuition E-Deposit for Undergraduates
Term	Fall 2022
Payment amount	\$500.00

At the bottom right of the table, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red arrow.

Bill + Payment Deposits

4. Choose a Payment Method from the Select Method drop down then click Continue button

The screenshot shows the 'Deposit Payment' form with the 'Method' dropdown menu open. The amount is \$500.00. The dropdown menu lists 'Credit Card' and 'Electronic Check (checking/savings)'. A red arrow labeled '1' points to the dropdown menu, and another red arrow labeled '2' points to the 'Continue' button.

5. Complete the Account Information & Billing Information sections and click Continue button

i. The Option to Save and Refund Options sections are optional

The screenshot shows the 'Deposit Payment' form with the 'Method' dropdown menu set to 'Electronic Check (checking/savings)'. The form is divided into two main sections: 'Account Information' and 'Billing Information'. A red arrow labeled '1' points to the 'Account Information' section, and another red arrow labeled '2' points to the 'Billing Information' section. A third red arrow labeled '3' points to the 'Continue' button.