Making a Guest Deposit

- Click [here](#) for Guest deposit website.
- Click on [Make a guest deposit](#) to initiate a deposit onto a cardholder’s account.
- To make a deposit you must have the cardholder’s last name and the cardholder’s Chapman University ID number. Please contact the cardholder if you do not know their cardholder ID number.
- Deposits **can only** be made to [Declining Balance Accounts](#).
- **Payment Information screen**: The following are mandatory fields to be completed in order to process a deposit onto a cardholder’s Declining Balance account.
  - Credit Card Number, Expiration Date & CVV Number
  - First/Given Name
  - Last/Family Name
  - Address Line 1
  - Country
  - City
  - State
  - Zip/Postal Code
- Review cardholder information and amount.
- If edits need to be made on information entered there is a [Previous](#) button that you can click on that will redirect you back to the Payment Information screen to re-input information. The button is located at the bottom right hand corner of the screen.
- After clicking on Make Deposit the [Receipt for Guest Deposit](#) screen appears and displays transaction information of the deposit.
- In this screen at the bottom of page the Guest is able to enter up to 3 email address to email a copy of the receipt deposit.
- Below is a copy of the emailed receipt.

![Email Receipt](image-url)