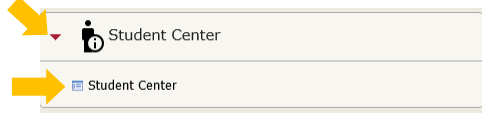
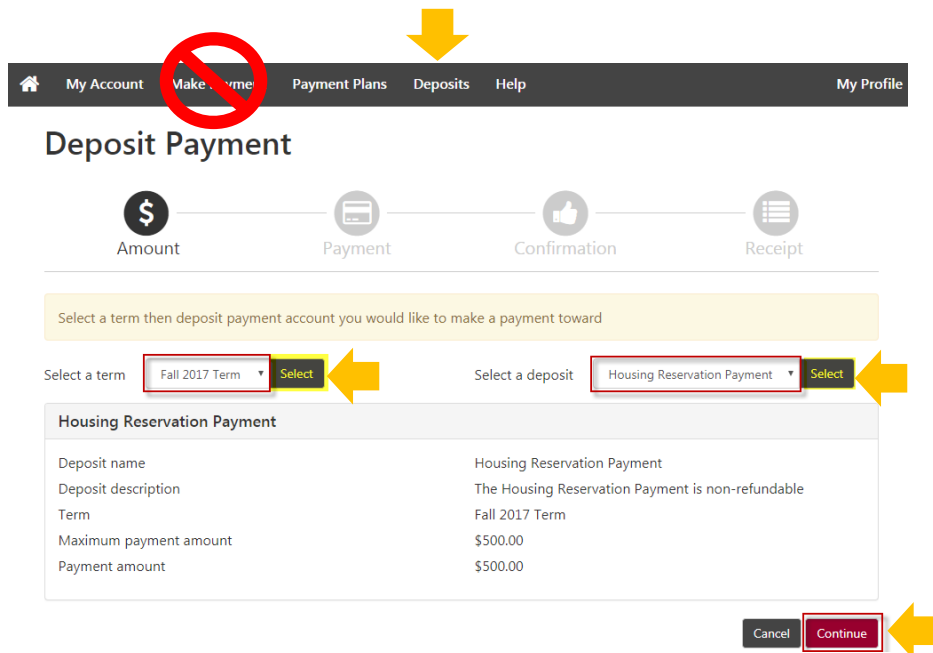


Steps to Making Your Chapman University Housing Reservation Fee Payment

1. Login to the **Chapman University Self Service Portal** at my.chapman.edu
2. Once logged in, click the arrow next to the **Student Center** to expand box
3. Click on the **Student Center** in the expanded box



4. Once in the **Student Center**, click the **Pay your eDeposit** box under the **Finances** section to connect to ePay
5. From the **Deposits** tab select:
 - A **Term** from the drop down menu, click select
 - A **Deposit**: Housing Reservation Fee Payment, click select
 - Click **Continue**



Deposit Payment

Amount — Payment — Confirmation — Receipt

Select a term then deposit payment account you would like to make a payment toward

Select a term: Fall 2017 Term Select Select a deposit: Housing Reservation Payment Select

Housing Reservation Payment	
Deposit name	Housing Reservation Payment
Deposit description	The Housing Reservation Payment is non-refundable
Term	Fall 2017 Term
Maximum payment amount	\$500.00
Payment amount	\$500.00

Cancel Continue

6. Under **Select Payment Method**, choose the credit card or electronic check option and complete your transaction.
7. A payment receipt will be emailed to the Student Chapman email address.

Please allow up to three business days for your deposit to process

Office of Residence Life and First Year Experience
Admissions
Cashiers Office
Student Business Services

714-997-6603
1-888-CUAPPLY
714-997-6838
714-997-6617

reslife@chapman.edu
admit@chapman.edu
cashier@chapman.edu
ocbusn@chapman.edu