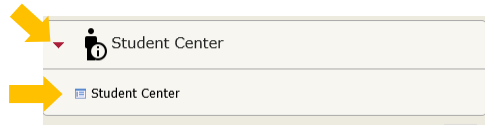
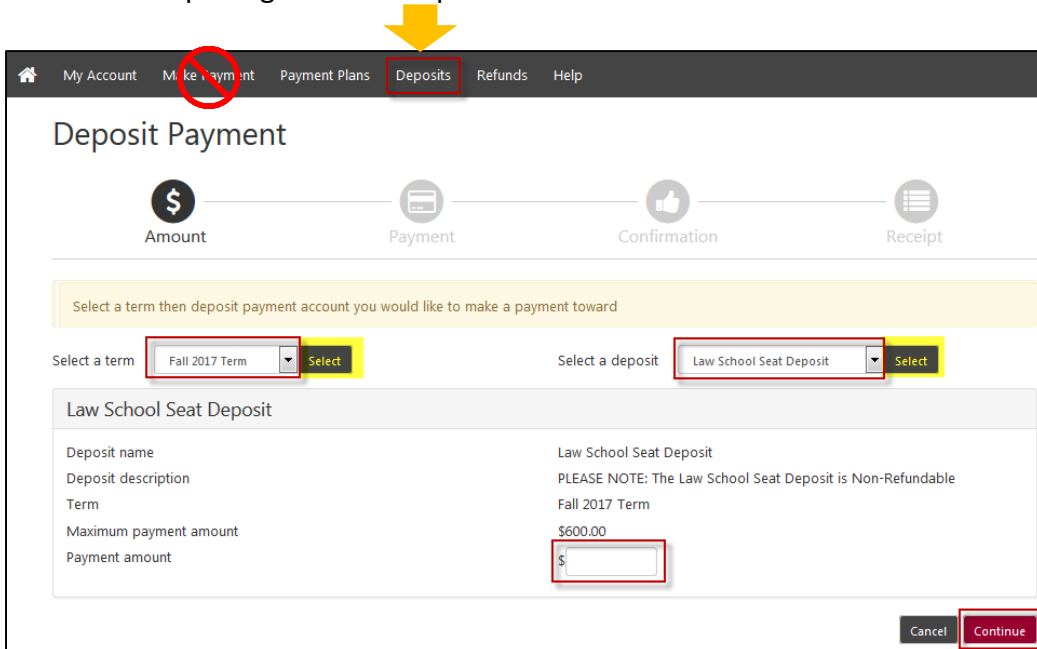


Steps to Making Your Chapman University Law School Seat Deposit

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 **Pay your eDeposit** under the Finances section
5. From the **Deposits** tab select :
 - A **Term** from the drop down menu, click select
 - A **Deposit**: Law School Seat Deposit, click select
 - Input the **Payment amount** of the deposit
 - \$300 to make one seat deposit payment
 - \$600 to pay complete seat deposit
 - After completing the above options 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:

Select a deposit:

Law School Seat Deposit

Deposit name	Law School Seat Deposit
Deposit description	PLEASE NOTE: The Law School Seat Deposit is Non-Refundable
Term	Fall 2017 Term
Maximum payment amount	\$600.00
Payment amount	<input type="text" value="\$"/>

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

***Congratulations! You successfully submitted your payment.
Please allow up to three business days for your seat deposit to process.***