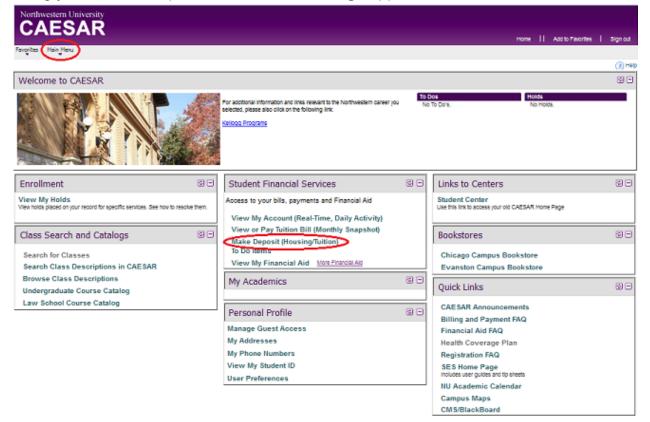
Student Financials: Making Tuition Deposit

Follow the instructions below to make your tuition deposit on CAESAR.

For more information about using these and other CAESAR functions, please see the online help available from http://www.northwestern.edu/caesar/help/. If you need further assistance, please visit the IT Information Center helpdesk located at 1800 Sherman Avenue, call 847-491-HELP or email <u>caesar@northwestern.edu</u>.

Step 1 Navigate to the CAESAR homepage, <u>http://www.northwestern.edu/caesar/</u>, and Sign In using your NetID and password. The **Home Page** appears.



Step 2 Click on the Make Deposit (Housing/Tuition) link that appears in the Student Financial Services pagelet,

OR use the **dropdown Main Menu** and navigate to Student Financial Services> Make Deposit (Tuition/Housing)

The **Student Financials–Tuition and Housing Deposit Online Payments** page appears.

Depending on the Academic Career and Program have been admitted to, you will see the options to pay your tuition or housing deposit with corresponding description, amount, and admission term.

Student Finance	sials					
Tuition and	Tuition and Housing Deposit Online Payments					
Tuition and housing deposit electronic payments service available through QuickPay® allows you to make deposit payments online.						
Academic Career	Description	Amount	<u>Term</u>			
Kellogg Executive Masters Prog	NU EMBA TUIT DEP	\$5000.00	4600	Make Deposit		
QuikPAY						
"Make Deposit" requires that browser options <i>Third Party Cookie</i> Please <u>contact us</u> if you cannot link to a payment window.						

Step 3 Press the Make Deposit button next to the appropriate item. The Northwestern Commerce Manager Payer Select Payment Method page appears. Click the <u>contact us</u> link if you cannot link to a payment session. [Note: depending upon which deposit you are paying, you will see one of the following screens that will accurately reflect the correct deposit amount.]

NORTHWESTERN UNIVERSITY					
Commerce Manager Payer	🚺 Privacy Policy 🖂 Contact Us 🔀 Log Off				
\$	Select Payment Method				
	 <u>Newly admitted applicants only</u>: You have chosen <u>Make Deposit for Tuition / Housing</u>. Use this page to make a deposit to secure your place in the incoming class. Select a Payment Method below and click "Continue." 				
	<u>Not a newly admitted applicant</u> ? Do not continue in this window. To pay your tuition bill please close this browser window, then return to the CAESAR Student Center and choose <u>View and/or Pay</u> <u>Tuition Bill</u> .				
 Note for non-USA <u>credit card</u> payments (<u>after</u> clicking "Continue"): Kindly enter your postal code without a hyphen. If no postal code is used, enter zeroes. 					
	Examples of accepted postal codes: Example of postal code rejected because of hyphen: Sao Paulo, SP 05707001 BRAZIL Sao Paulo, SP 05707-001 BRAZIL Sao Paulo, SP 05707-001 BRAZIL Bogota, Cundinamarca 0000 COLOMBIA Sao Paulo, SP 05707-001 BRAZIL Sao Paulo, SP 05707-001 BRAZIL				
	Account: NU EMBA TUIT DEP Payment Method: Select One				
L	Continue				

Step 4 Select the appropriate Payment Method (eCheck or Credit Card) from the drop-down

menu provided and press the **Continue** button. [Note: *eCheck* is only available if the bank account you are using is *located in the U.S.*] The payment information page appears.

Current Payment				
NU EMBA TUIT DEP	Payment Amount:	\$5,000.00		
	Effective Date:	04/10/2015		

- Step 5 Complete the information requested on the page provided (Account Information, Credit Card information, Billing Address information, email address, etc.) and press the Continue button.
- Step 6 Repeat the steps above to make additional deposits.
- Step 7 To ensure account security, when you have completed your transaction, from the top right of the Commerce Manager Payer banner, *click* Log Off, and from the top right of the CAESAR banner, *click* Sign out to close your sessions and then quit the browser.

Step 8 To review your payment on CAESAR <u>the following business day</u>, navigate to Main Menu > Student Financial Services > View My Account.

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Click on the <u>View Your Unapplied Deposits</u> link to see deposit(s) received by Northwestern. Unapplied Deposits are not credited to your account balance until an appropriate charge is posted.

Your Unapplied Deposits						
Unapplied Deposits do not apply to your account balance. If you have a question about why an item has not been applied to your account balance, please contact the Office of Student Accounts.						
Detail			<u>Find</u>	First 🗹 1 of 1 🕨 Last		
Item Term 2015 Fall	Date Posted 02/23/2015	Effective Date 02/23/2015	Description Tuition Deposit - EMBA ACH	Amount \$-5,000.00		
2010101	02.20.2010	02.20.2010	Canon Dopoon Embridier	\$ 0,000.00		