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 caesar@northwestern.edu.

Step 1 Navigate to the CAESAR homepage, http://www.northwestern.edu/caesar, 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.

<table>
<thead>
<tr>
<th>Academic Career</th>
<th>Description</th>
<th>Amount</th>
<th>Term</th>
<th>Make Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kellogg Executive</td>
<td>NU EMBATUIT DEP</td>
<td>$5000.00</td>
<td>4600</td>
<td><strong>Make Deposit</strong></td>
</tr>
<tr>
<td>Masters Prog</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"Make Deposit" requires that browser options Third Party Cookie. Please [contact us](mailto:contactus@northwestern.edu) 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 **contact us** 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.]

![Select Payment Method](image)

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](image)

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 the following business day, navigate to Main Menu > Student Financial Services > View My Account.

Northwestern University Customer Account

Grand Totals:  View Your Unapplied Deposits

<table>
<thead>
<tr>
<th>Account Balance</th>
<th>Total Anticipated Aid</th>
<th>Adjusted Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Please Note: The "Grand Totals" were calculated by summing the term by term ending balances from the detail below.

Your adjusted balance is typically as of the prior business day. Most transaction changes to your account are posted nightly. Your balance includes all previous outstanding debts, including those from previous terms. Your account balance is calculated by subtracting credits and payments from charges made to your account. Your adjusted balance is calculated by subtracting your anticipated aid from your account balance. A change in your anticipated aid will change your balance due.

Term Totals (use arrows to move from term to term)  Find | View All  First | 1 of 1 | Last

<table>
<thead>
<tr>
<th>Term</th>
<th>Account Balance</th>
<th>Anticipated Aid</th>
<th>Adjusted Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Fall</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Account Transactions (Charges and Credits)

<table>
<thead>
<tr>
<th>Date Posted</th>
<th>Effective Date</th>
<th>Date Billed</th>
<th>Description</th>
<th>Due Date</th>
<th>Amount</th>
</tr>
</thead>
</table>

Anticipated Aid

<table>
<thead>
<tr>
<th>Date Applied</th>
<th>Expiration Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>

Click on the View Your Unapplied Deposits 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.

<table>
<thead>
<tr>
<th>Detail</th>
<th>Find</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Term Date Posted Effective Date Description Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015 Fall 02/23/2015 02/23/2015 Tuition Deposit - EMBA ACH $-5,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>