

# How to Pay the Academic Deposit

WVU accepts payment of academic deposit through WVU MyAccount. You may pay with an electronic check using a personal checking/savings account, or pay with a credit card using the PayPath Payment Service (service fee applies).



## 1. Accessing WVU MyAccount

- Log in to WVU Portal at [portal.wvu.edu](https://portal.wvu.edu) using your WVU username and password.
- Select **Pay Your Academic Deposit** in the Academic Deposit section of your Undergraduate Student Checklist.

## 2. Select deposit

- Select **Deposits** from the main WVU MyAccounts menu.
- Use the **Select a term** drop-down menu to select the first semester you will enroll full-time at WVU. Click the **Select** button to confirm your selection.
- Use the next drop-down menu to **Select a deposit**. Click the **Select** button to confirm your selection.
- Review the deposit information and click **Continue** to start the payment process.

## 3. Choose Payment Method

- On the Deposit Payment page, use the **Select Method** drop-down menu to choose a payment method: **Credit Card via PayPath** or **Electronic Check (checking/savings)**.

**Tip:** Credit card payments will have a nonrefundable PayPath service charge of 2.85% (minimum \$3.00) added. When paying with a checking or savings account, no service fee is added.

### **Paying with a Credit Card (PayPath)**

- After choosing Credit Card via PayPath, review the deposit amount information. Click **Continue to PayPath**.

- ✓ Review the transaction and term details, and verify your credit/debit card is accepted by PayPath. Click **Continue**. *If your credit/debit card is not accepted, you will have to submit an electronic check (use the Back button to return to the previous screen).*
- ✓ Verify the payment amount information. The deposit amount shown here is *before addition* of the Service Fee. Click **Continue**.
- ✓ Enter your payment card and billing information. Click **Continue**.
- ✓ Review transaction information. Please note the *PayPath Payment Service Fee has been added*. **Agree to the terms and conditions**. Click **Submit Payment** to complete the transaction.
- ✓ Review the payment confirmation and print for your records. A confirmation also will be sent to the email address entered on the payment information page. **Print the confirmation page or save the confirmation email**; credit card payments are not tracked on the TouchNet Deposit History Tab.
- ✓ After saving the confirmation, **Close** the confirmation page and return to the TouchNet website.

**Tip:** Once the PayPath confirmation page is closed, there will be no record of the deposit payment with TouchNet. Before closing the page, print it or save the confirmation email for your records.

## ***Paying with a Checking Account***

- ✓ After choosing Electronic Check (checking/savings) from the selection menu, review the deposit amount information. Click **Continue**.
- ✓ **Enter Account and Billing Information.**
- ✓ Check the box under **Options to Save** if you want to save this account for future use.
- ✓ Check the box under **Refund Options** if you want to designate this account to receive refunds.
- ✓ Click **Continue** to proceed to the payment agreement.
- ✓ Review payment agreement and **agree to the terms and conditions**. Click **Continue**.
- ✓ Review payment details and click **Submit Payment** to complete the transaction.
- ✓ Review the payment confirmation and print for your records.
  - ✓ A copy of the payment confirmation also is sent to your WVU email address.
  - ✓ Electronic check payments may also be verified by clicking on the **Deposit History** tab (use date range fields to expand search range, if necessary).