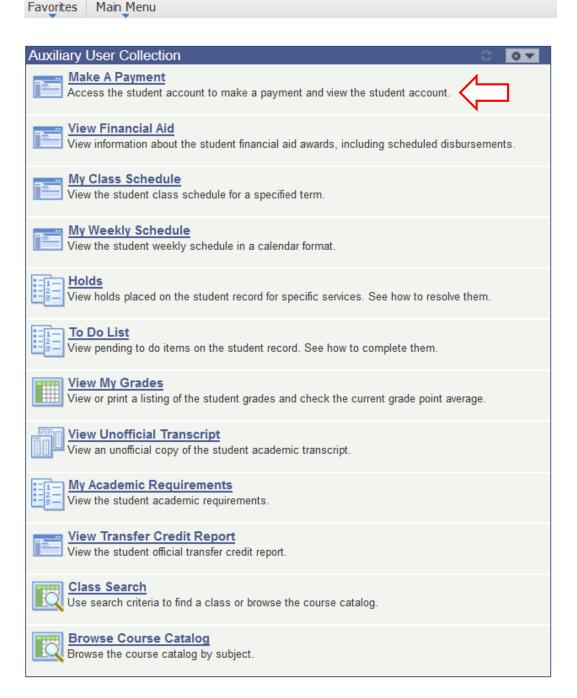# Embry-Riddle Aeronautical University
Make a Deposit using Auxiliary Access

If students grant access to their student account information via auxiliary access, parents and family members can make payments on their behalf.

Step 1
Once access is granted by the student, you will receive an email with the user ID and instructions. The student must communicate the password to you; it is not contained in the email. To use the auxiliary access, visit http://mystudent.erau.edu and log in with the user ID and password. Once logged in, select **Make a Payment** in the *Auxiliary User Collection* list.
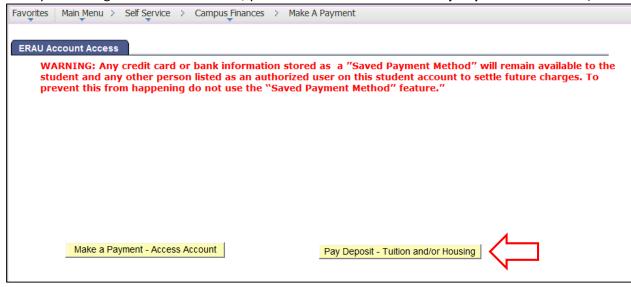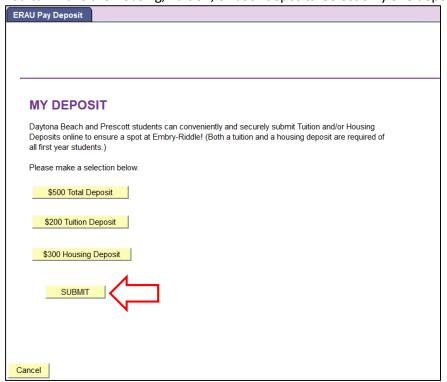
Step 2

Review the disclosure statement regarding credit card or bank information. If this is the first time logging in, the user will need to select the button to show you have read and understand the disclosure information.

Once you have agreed to the statement, you will be able to click on the **Pay Deposit – Tuition and/or Housing** button.
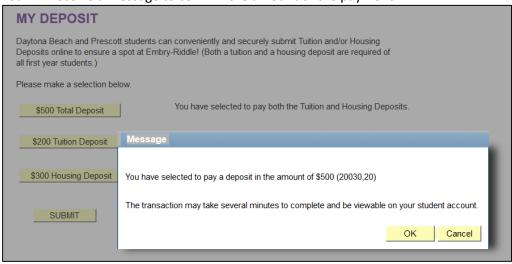

Step 3

You can make the Housing, Tuition, or both deposits. Select only one deposit option and then **Submit**.

You will receive a message to confirm the amount of the payment.

If you happen to select the submit button without making a choice, you will receive a retry option.
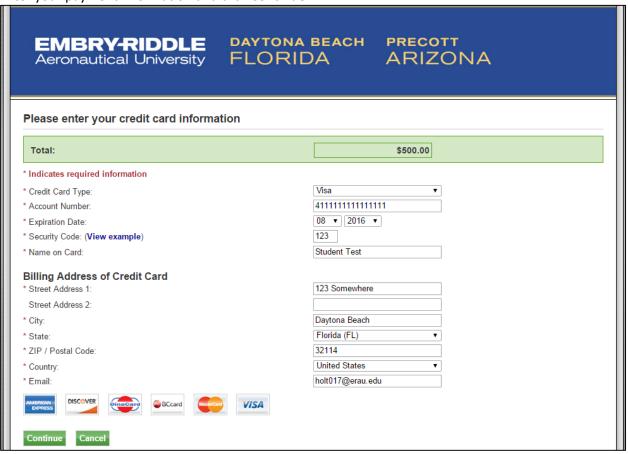
Step 4
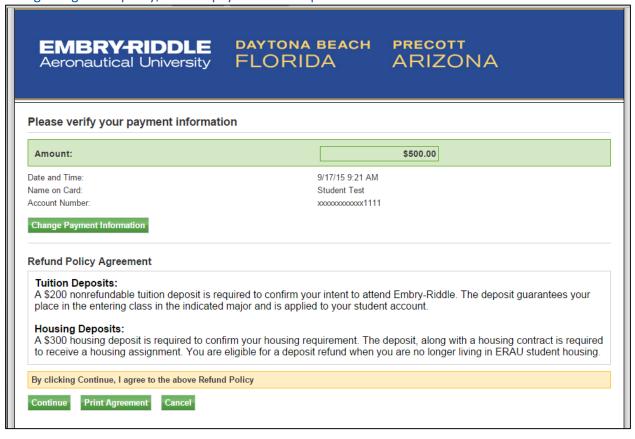You are now ready to process the payment based on the deposit type you selected.

Select the appropriate option from the drop down menu, either credit card or electronic check. Click **Continue**.
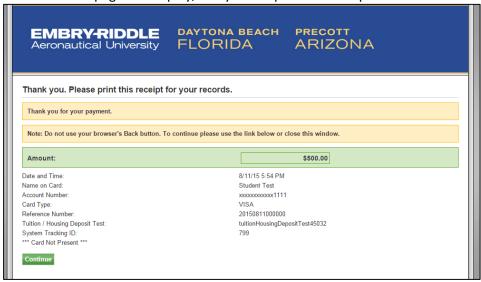
Enter your payment information and click **Continue**.

Review the Refund Policy Agreement, which can be printed and saved for your records. Once you select **Continue**, you are agreeing to the policy, and the payment will be processed.
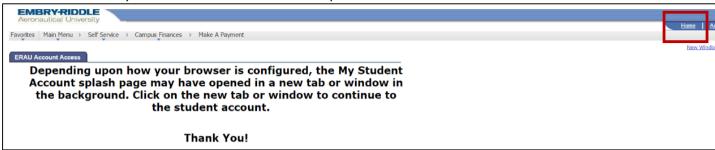
A confirmation page will display, and you can print the receipt.

You will see a final *Transaction Successful* message and receive an email notification of payment.

Step 5

Go back to the Account Access window that remained open and click on **Home** in the far upper right-hand corner to return to *the Auxiliary User Collection* list as seen in Step 1.

You may also select the *Self Service* option in the menu bar to navigate elsewhere.

Thank you!