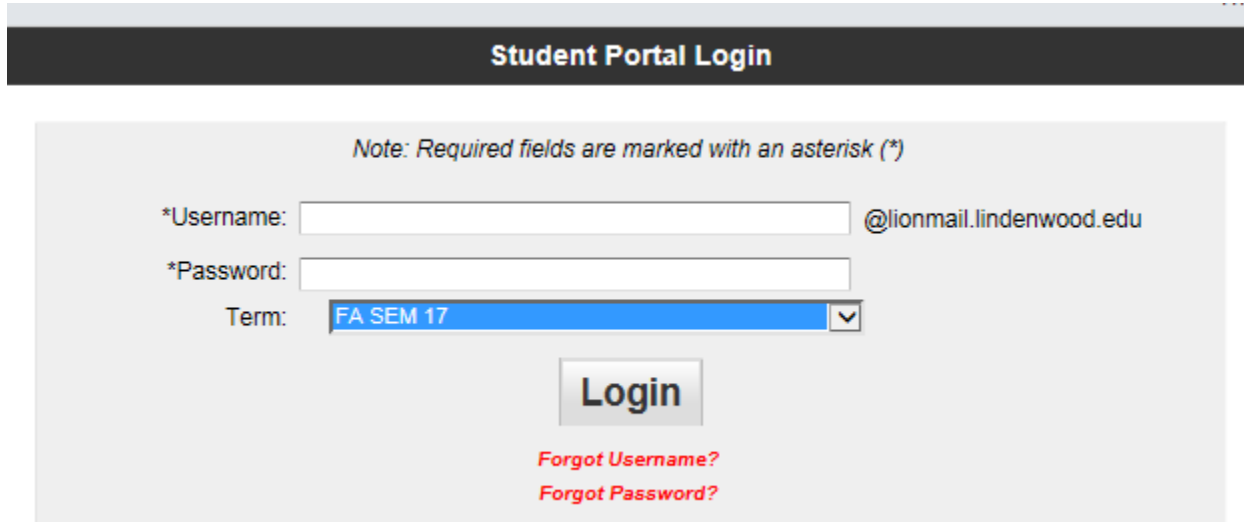


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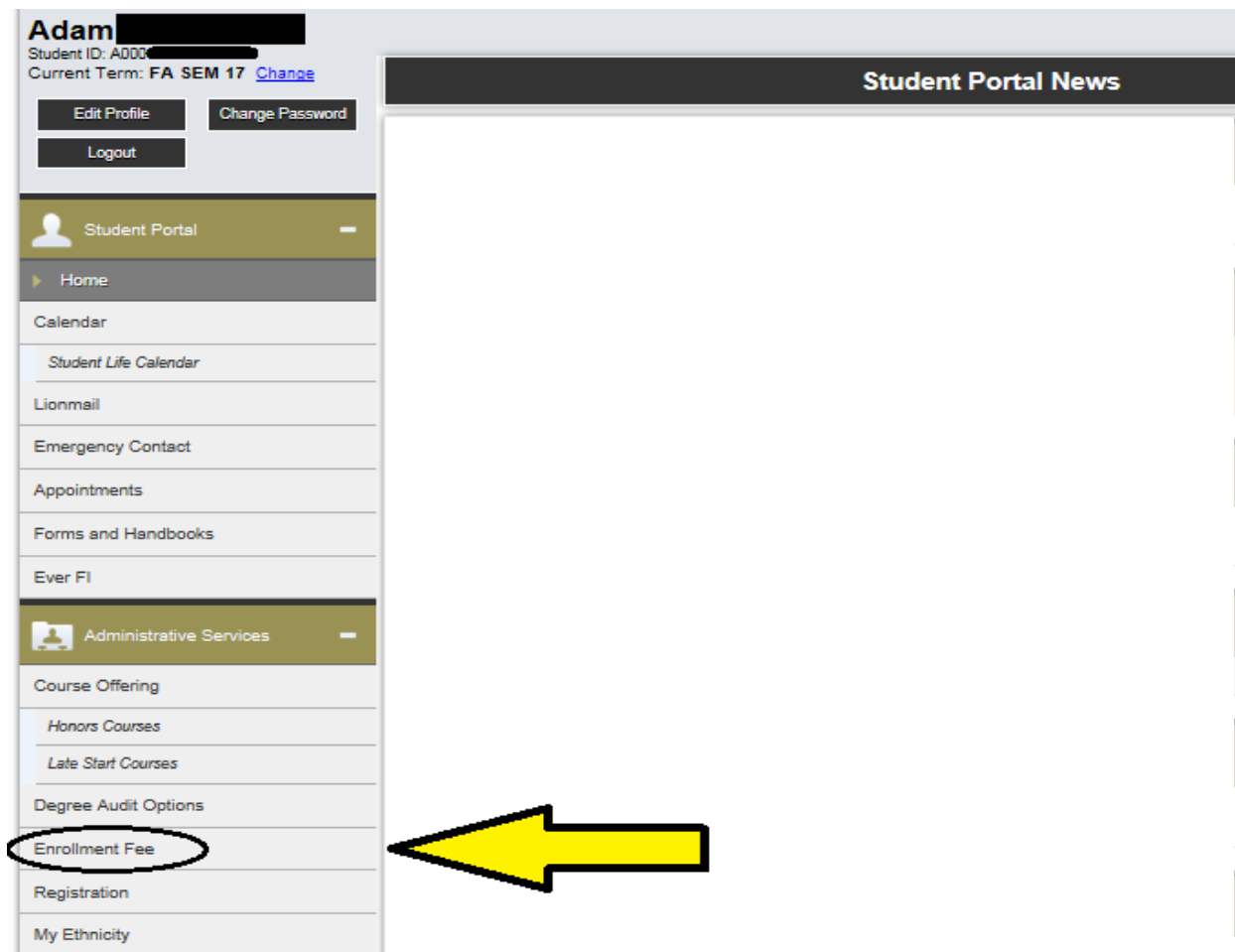
## Instructions for Paying your Enrollment Deposit

1. Sign into the Student Portal at <https://sportal.lindenwood.edu/estudent/login.asp>.



The screenshot shows the 'Student Portal Login' page. At the top, there is a dark grey header with the text 'Student Portal Login' in white. Below the header, a note reads 'Note: Required fields are marked with an asterisk (\*)'. The login form includes three input fields: '\*Username:' followed by a text box and '@lionmail.lindenwood.edu', '\*Password:' followed by a text box, and 'Term:' followed by a dropdown menu currently set to 'FA SEM 17'. A 'Login' button is centered below the fields. At the bottom of the form, there are two red links: 'Forgot Username?' and 'Forgot Password?'.

2. Select the **Enrollment Fee** tab on the left column.



The screenshot shows the Student Portal dashboard for a user named Adam. The top right corner has a 'Student Portal News' header. On the left side, there is a navigation menu. The 'Enrollment Fee' option is circled in black, and a large yellow arrow points to it from the right. The menu items include: Student Portal, Home, Calendar, Student Life Calendar, Lionmail, Emergency Contact, Appointments, Forms and Handbooks, Ever FI, Administrative Services, Course Offering, Honors Courses, Late Start Courses, Degree Audit Options, Enrollment Fee, Registration, and My Ethnicity.

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3. Enter your billing information associated with the card and click **Continue to secure payment form**.

**Enrollment Fee - \$**

**Billing Information**

<b>* Name:</b>	<input type="text" value="Samuel Cody"/>
<b>* Address - Line 1:</b>	<input type="text" value="123 Main Street"/>
<b>Address - Line 2:</b>	<input type="text"/>
<b>* City:</b>	<input type="text" value="St. Charles"/>
<b>* State:</b>	<input type="text" value="Missouri"/> ▼
<b>* Country:</b>	<input type="text" value="United States"/> ▼
<b>* Zip or Postal Code:</b>	<input type="text" value="63303"/>

Continue to secure payment form

Cancel

4. Select your card type and click **Continue**.

**Total Amount****USD**

Please select payment method

Total Amount 0.01 USD

▼



Continue

All payment information are encrypted and transmitted only via a secure 256bit SSL (Secure Socket layer) connection.

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5. Enter your credit card information and click **Continue**.

**Total Amount** **USD**

\* Card Number

\* Expiration Month

\* Expiration Year

Card Code   
(last three/four digits on the back of your card)

Code not on card

Total Amount 0.01 USD

\* **Mandatory fields**

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6. Receive confirmation that your enrollment deposit was submitted successfully.

**Enrollment Fee**

**Payment Successful!**

**You've successfully paid your enrollment fee.**

The \$200 enrollment deposit is due prior to your enrollment in courses. You will not be able to be enrolled in courses until submitted. The deposit will be credited to your first tuition payment and is refundable until May 1, 2017. We look forward to working with you as you continue on your path to becoming a Lindenwood Lion!