

## Paying the Barracks Reservation Deposit Online:

### 1. Log in to Lesesne Gateway. On the student tab, click "pay your bill for the current term"



Content Layout Portal Admin Welcome [username] You are currently logged in.

Home Campus Life Library **Student** Cadet Services MyTab Training

**Manage Money & Make Payments**

Click to pay your tuition and review billing information

You can:

- Pay your bill for the current term
- Arrange for electronic refunds
- Enroll your parent to receive bills
- Browse prior billing statements

Click to view OneCard information

Go to OneCard Campus Center

**Email**

Log in to your Citadel Gmail account at Google (Webmail)

To access your Citadel email, login at Gmail.com .

For the username, enter your Citadel username followed by "@citadel.edu" . For example, if your username is smith7, you would enter smith7@citadel.edu

The initial password will be in the format of "Pass" followed by your birthday as MMDDYY . For example, if your birthday is July 3, 1995, your initial password

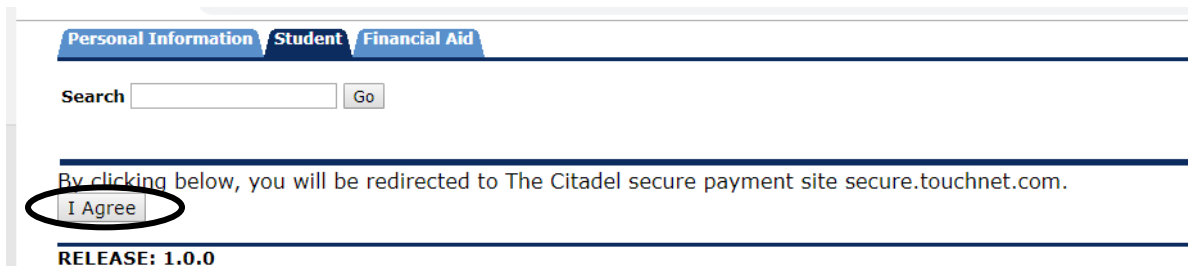
**Personal Information**

- Update Bu
- Update Ad
- Update Em

**Password Manag**

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### 2. Click "I agree" to access The Citadel's secure payment site



Personal Information **Student** Financial Aid

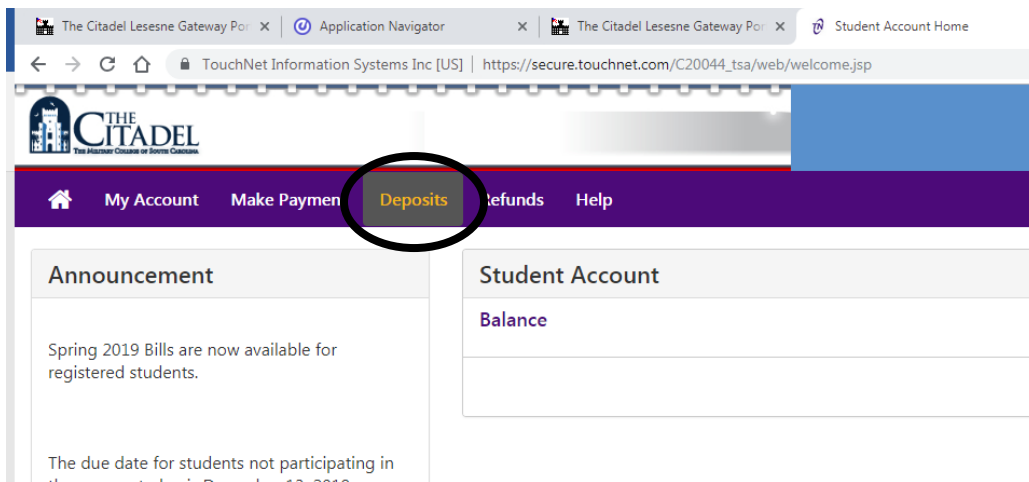
Search  Go

By clicking below, you will be redirected to The Citadel secure payment site secure.touchnet.com.

**I Agree**

RELEASE: 1.0.0

### 3. Click on the Deposits tab (third from left)



The Citadel Lesesne Gateway Por x Application Navigator x The Citadel Lesesne Gateway Por x Student Account Home x

TouchNet Information Systems Inc [US] | https://secure.touchnet.com/C20044\_tsa/web/welcome.jsp

**THE CITADEL**  
The American Citadel of Social Classics

My Account Make Payment **Deposits** Refunds Help

**Announcement**

Spring 2019 Bills are now available for registered students.

The due date for students not participating in the payment plan is December 13, 2019.

**Student Account**

Balance

4. Choose "Fall 2019" in the Select a Term dropdown box, click select

The screenshot shows the 'Deposit Payment' page with a navigation bar containing 'My Account', 'Make Payment', 'Deposits', 'Refunds', and 'Help'. Below the navigation bar, there are tabs for 'Deposit Payment' and 'Deposit History'. A progress bar shows four steps: 'Amount', 'Method', 'Confirmation', and 'Receipt'. The 'Amount' step is active. A yellow box contains the text: 'Select a term then deposit payment account you would like to make a payment toward'. Below this, there is a 'Select a term' dropdown menu with 'Fall 2019' selected and a 'Select' button.

5. Choose "Upperclass Cadet Deposit" in the Select a deposit dropdown box, click select

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6. Click the green Continue button

The screenshot shows the 'Deposit Payment' page with a navigation bar containing 'My Account', 'Make Payment', 'Deposits', 'Refunds', and 'Help'. Below the navigation bar, there are tabs for 'Deposit Payment' and 'Deposit History'. A progress bar shows four steps: 'Amount', 'Method', 'Confirmation', and 'Receipt'. The 'Amount' step is active. A yellow box contains the text: 'Select a term then deposit payment account you would like to make a payment toward'. Below this, there are two dropdown menus: 'Select a term' with 'Fall 2019' selected and a 'Select' button, and 'Select a deposit' with 'Upperclass Cadet Deposit' selected and a 'Select' button. Below the dropdown menus, there is a table with the following data:

Upperclass Cadet Deposit	
Deposit name	Upperclass Cadet Deposit
Deposit description	UPPERCLASSMEN HOUSING DEPOSIT FOR FALL 2019
Term	Fall 2019
Maximum payment amount	\$300.00
Payment amount	\$300.00

At the bottom right of the page, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a green circle and a black arrow pointing to it.

7. Select payment method, click continue (note: only credit or debit cards accepted)

### Deposit Payment

Deposit Payment | Deposit History

Amount | Method | Confirmation | Receipt

Amount: \$300.00

Method:

Back | Cancel | Continue

Debit and Credit Card - We accept the following credit and debit cards.



8. Enter payment information and continue

**CITADEL** The Federal Reserve Bank of Dallas | Logged in as: Abigail A.

My Account | Make Payment | Deposits | Refunds | Help

### Deposit Payment

Deposit Payment | Deposit History

Amount | Method | Confirmation | Receipt

Amount: \$300.00

Method:

#### Account Information

\* Indicates required fields

\*Card number:

Back | Cancel | Continue

Debit and Credit Card - We accept the following credit and debit cards.

