

Directions for Paying an Online Seat Deposit

- 1. Log in to the Samford portal using your SU ID *or* your Username.
 - a. The SU ID and Username are found in the *Samford University Confidential Technology Services* email you received after being admitted to Cumberland School of Law.
 - i. To have this email regenerated, please contact Samford University's Help Desk: 205-726-2662.
 - b. The "SU ID" is your nine-digit student number starting with "9".
 - c. The password is the same password used to access your Samford email.
- 2. Once you are logged in to the portal, click on the **One Stop tab** and select the **Financial Portal**.

Student Calendars Feedback B	anner TEST
Banner O365 Email Buildog Mail	eeWorks Canvas Qualtrics Qualtrics Diffice 365
Homecoming Court	Convos One Stop Housing Registration and Schedules Student Affairs
2022 Homecoming Court Voting	Financial Aid
Voting will be available Monday, October 24th, from 9am until 11:59pm.	Financial Portal
Click here to cast your vote (Accessible to Undergraduates Only)	Make a Payment Title IV Authorization

3. In the Financial Portal, **select the "Deposits**" **tab** in the red banner at the top of the page.

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*	My Account	Make Payment	Payment Plans	Deposits	Refunds	Help

- 4. Select the "Fall 2024" term in the drop-down box (Deposit deadlines are in your admission letter.)
- Select "Law 1st Seat Deposit" to pay the first tuition deposit of \$250.
 OR
- 6. Select **"Law 2nd Seat Deposit**" to pay the **second** tuition deposit of \$500.

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- 7. If the school term and amount are correct, select "Continue."
- 8. Select payment method and continue with payment steps.

Once your seat deposits are received and processed, Cumberland's Office of Admission will update your status as a deposited student. Please keep in mind that admitted students who do not pay their seat deposits by the deadlines (specified in admission letter) will forfeit their seat in the Class of 2027. If you have any questions or concerns, feel free to contact the Office of Admission at 800-888-7213 or lawadm@samford.edu. Thank you.