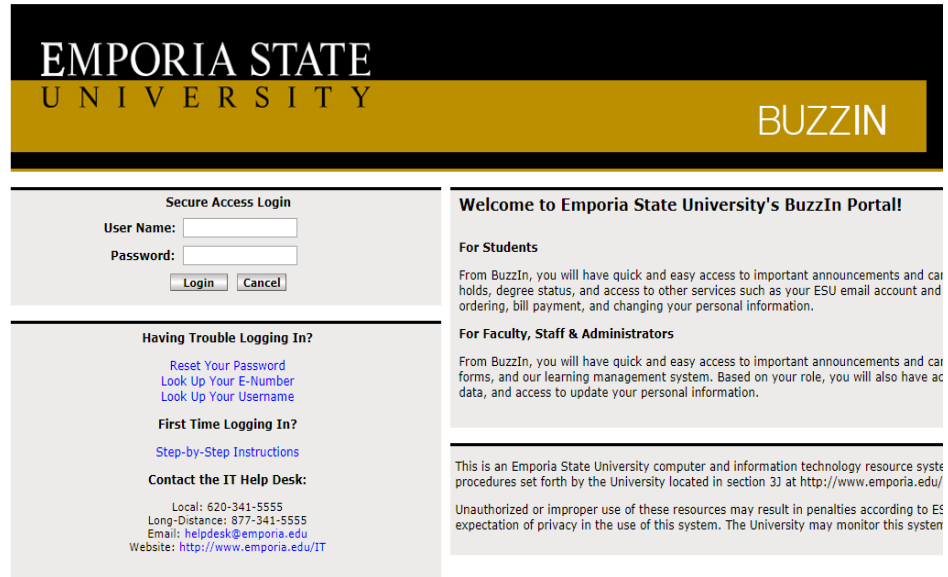
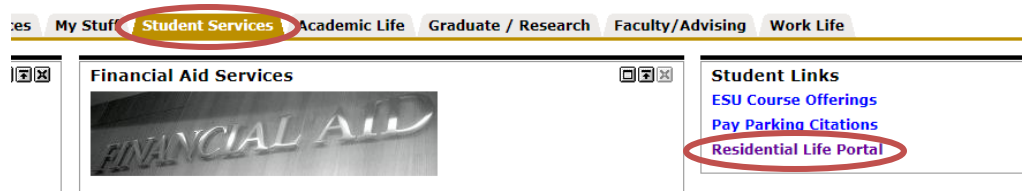


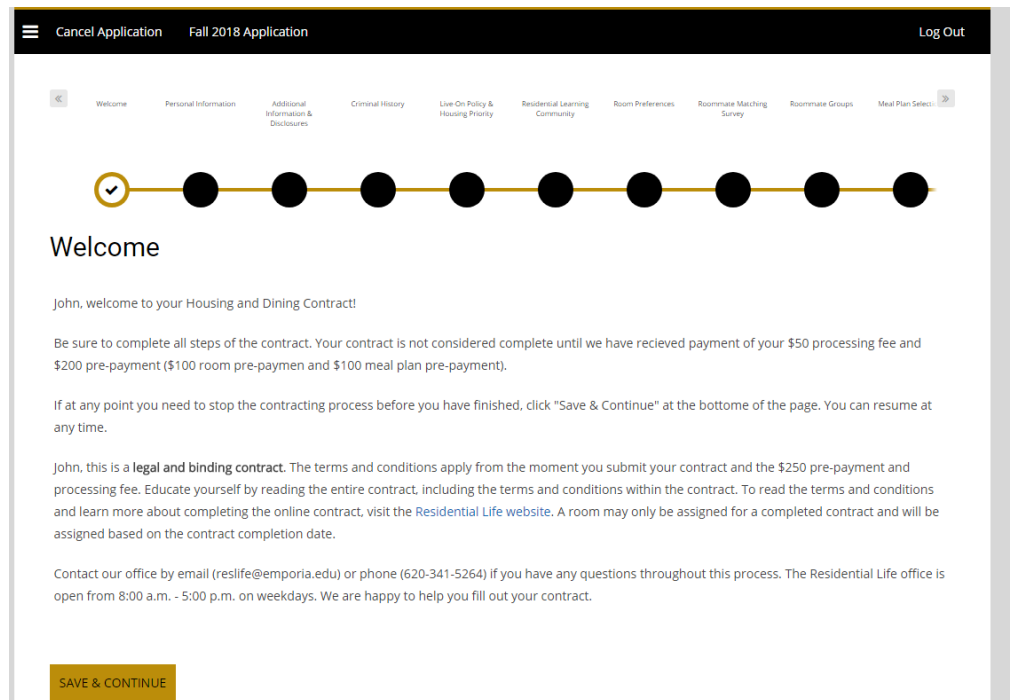
HOUSING CONTRACT INSTRUCTIONS



Login to your Buzzin account using your username and password!



Click on the student services tab. Then go to the residential life portal.



Welcome to the ResLife Portal! Please read the instructions carefully!

HOUSING CONTRACT INSTRUCTIONS

Fill out all the required information, and finish the application step by step.

The screenshot shows the top navigation bar with 'Cancel Application' and 'Fall 2018 Application' options, and a 'Log Out' button. Below the navigation bar is a progress bar with 11 steps: Personal Information, Additional Information & Disclosures, Criminal History, Live-On Policy & Housing Priority, Residential Learning Community, Room Preferences, Roommate Matching Survey, Roommate Groups, and Meal Plan. The 'Personal Information' step is highlighted with a yellow circle and a checkmark, and is circled in red. Below the progress bar is the 'Personal Information' form. The form includes a verification notice: 'Verify that the information below is correct. If you need to make changes contact the Registration Office (620-341-5211) or change it through BuzzIn to ensure that your information will be accurate throughout your time at Emporia State University. You cannot change it here.' Below this is a note: 'At the bottom of this list there are three fields that we ask you to supply - your personal email, cell phone, and your preferred first name (ex. your name is Katherine, but you go by Katie, or you go by a name other than your full legal first name. If you go by your full legal first name, simply type that).' The form fields are: First Name: John; Last Name: [redacted]; Date of Birth: [redacted]; Student Number: [redacted].

Put your preferred name if you go by something other than your legal name. Like you go by **Kate** but your name is **Katherine**.

The screenshot shows the 'Preferred First Name' field with a dropdown menu containing the text '<empty>'. To the right of the field is an information icon. Below the field is a yellow 'SAVE & CONTINUE' button.

The last step is to pay the \$250.00 prepayment. You can online through credit cards. Roommate assignments are expected to be sent in mid-June.

The screenshot shows the top navigation bar with 'Cancel Application' and 'Fall 2018 Application' options, and a 'Log Out' button. Below the navigation bar is a progress bar with 11 steps: Residential Learning Community, Room Preferences, Roommate Matching Survey, Roommate Groups, Meal Plan Selection, Housing & Dining Contract, Contract Submitted, Pre-Payment Summary, Pay Pre-Payment, and Payment Status. The 'Contract Submitted' step is highlighted with a yellow circle and a checkmark. Below the progress bar is the 'Contract Submitted!' page. The page includes a message: '*John, thank you for submitting your 2018-2019 Housing and Dining Contract with Emporia State University Residential Life!'. Below this is a note: 'To complete your Housing Contract, you will need to submit a pre-payment of \$250. To pay online, click on "Pay Now" below.' Below this is a note: 'You can mail a check to: Residential Life Office 1 Kellogg Circle, Box 4009 Emporia, KS 6680. You can also call 620-341-5264 to pay with a debit or credit card over the phone.' Below this is a note: 'If you have concerns about making the payment, please contact our office.' Below this is a note: 'Contract completion dates, along with meningitis compliance, are used in determining room assignment priority - the earlier your contract is complete, the earlier it will be processed, increasing the possibility of getting your top preferences.' Below this is a note: 'Continue to check your official Emporia State University Email (@g.emporia.edu) for important updates. We expect room and roommate assignments to be available in mid-June.' Below this is a note: 'Ready to enroll for the fall semester? if you are a new student to ESU, register for Hornet Connection here!'. At the bottom of the page is a yellow 'PAY NOW' button.

HOUSING CONTRACT INSTRUCTIONS



Pre-Payment Summary

Item Description	Total Amount (\$)
Pre-Payment & Processing Fee	250.00
	250.00
Total:	250.00

PAY NOW

After submitting payment information, your housing contract will be complete!

Please enter your credit card information

Total: \$250.00

* Indicates required information

* Credit Card Type:

* Account Number:

* Expiration Date: |

* Security Code: ([View example](#))

* Name on Card:

Billing Address of Credit Card

* Street Address 1:

Street Address 2:

* City:

* State/Province:

Postal Code:

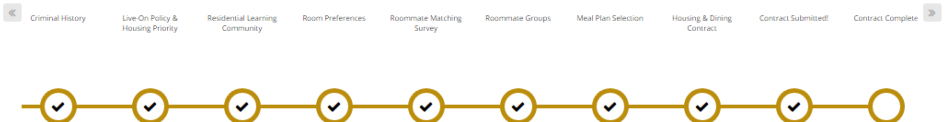
* Country:

* Email:

Refund Policy Agreement

Refund of \$200 if cancelled prior to June 1st.

By clicking Continue, I agree to the above Refund Policy



Contract Complete

John, thank you for submitting your 2018-2019 Housing and Dining Contract and Pre-Payment with Emporia State University Residential Life!

Contract completion dates, along with meningitis compliance, are used in determining room assignment priority - the earlier your contract is complete, the earlier it will be processed, increasing the possibility of getting your top preferences.

Continue to check your official Emporia State University Email (@g.emporia.edu) for important updates. We expect room and roommate assignments to be available in June.