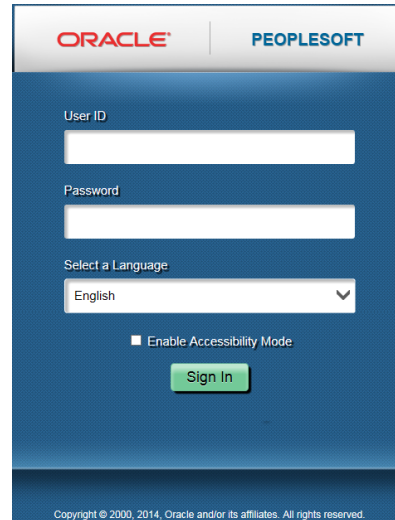


## How to Accept Your Admission Offer & Pay Your Enrollment Confirmation Deposit (ECD)

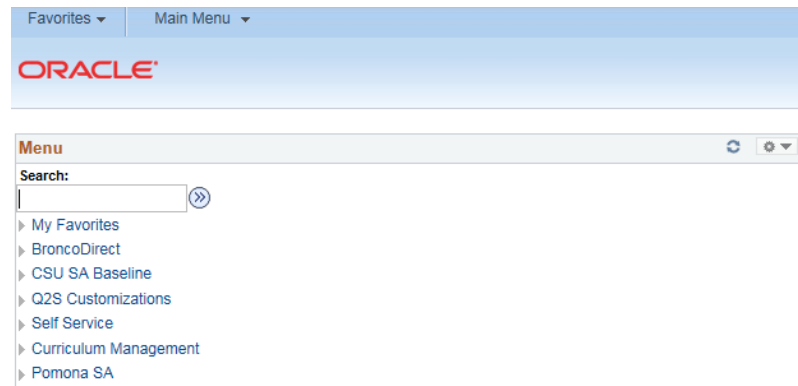
Before you begin, please ensure that your pop-up blocker has been **disabled**. Once your pop-up blocker has been disabled, please proceed to Step 1.

Step 1: Log in to BroncoDirect using your Bronco ID and Bronco Password, which you had set up when you claimed your Cal Poly Pomona account.



The screenshot shows the Oracle PeopleSoft login interface. At the top, the Oracle and PeopleSoft logos are displayed. Below the logos, there are three input fields: 'User ID', 'Password', and 'Select a Language'. The 'Select a Language' dropdown menu is currently set to 'English'. Below the input fields, there is a checkbox labeled 'Enable Accessibility Mode' and a green 'Sign In' button. At the bottom of the page, a small copyright notice reads: 'Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.'

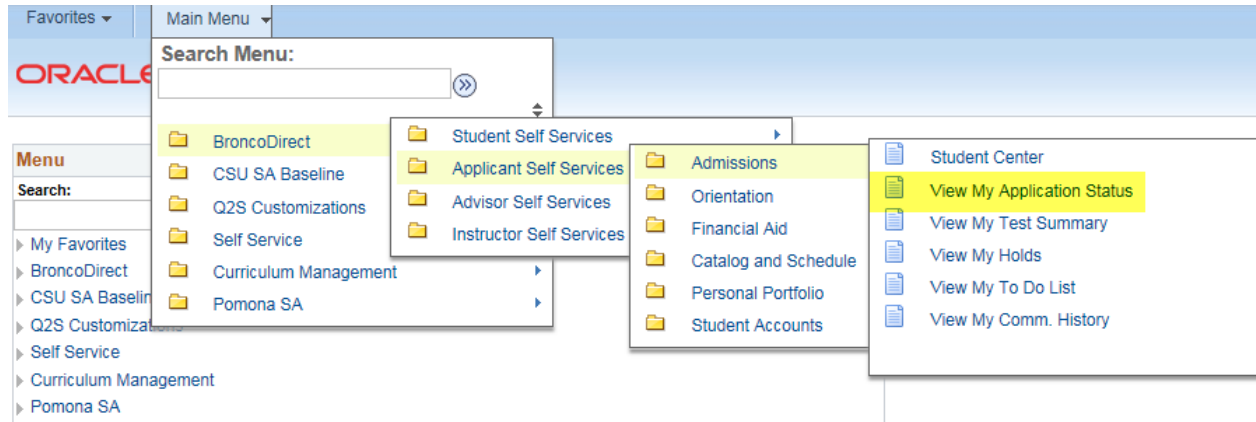
Step 2: Once you have logged in to BroncoDirect, you will be directed to the below page:



The screenshot shows the Oracle PeopleSoft main menu page. At the top, there are two dropdown menus: 'Favorites' and 'Main Menu'. Below these, the Oracle logo is displayed. The main content area is titled 'Menu' and contains a search bar with a magnifying glass icon. Below the search bar, there is a list of menu items, each preceded by a right-pointing arrow: 'My Favorites', 'BroncoDirect', 'CSU SA Baseline', 'Q2S Customizations', 'Self Service', 'Curriculum Management', and 'Pomona SA'.

Step 3: In the upper, left-hand corner, select “Main Menu”. Once you select “Main Menu”, a drop-down window will open. From the drop-down window, select the following navigation as shown below:

BroncoDirect > Applicant Self Services > Admissions > View My Application Status



Step 4: Click the “Accept Your Admission Offer” button.

The screenshot shows the Oracle 'Application Status' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > BroncoDirect > Applicant Self Services > Admissions > View My Application Status. Below the Oracle logo, the page title is 'Application Status'. A table displays the application details:

Academic Institution	Term	Academic Career	Program	Plan	Application Number	Application Date	Status
Cal Poly Pomona	Fall Semester 2018	Undergraduate	Undergraduate Baccalaureate				Provisional Admit

At the bottom of the page, there are links for 'Application Status Help' and 'Next Steps', and a prominent yellow button labeled 'Accept Your Admission Offer'. A link for 'View All To Do Items' is also present.

Step 5: Click the “Accept/Decline Your Admission Offer” button to confirm your Admissions Decision.

## Admissions Decision

go to ... ▾ ⏏

<b>Application Number:</b>	<b>Application Date:</b>
<b>Application Term:</b> Fall Semester 2018	<b>Program:</b> Undergraduate Baccalaureate
<a href="#">View Detailed Information for this Application</a>	<b>Accept/Decline Your Admission Offer</b>

**Mailing Address:** Office of Admissions & Outreach  
3801 West Temple Avenue  
Pomona, CA 91768  
**Fax:** (909) 869-4529  
**Phone:** (909) 869-5299

Step 6: Click the "Next" button to accept or decline your admission offer. If you do not have an ECD waiver, you will be directed to the ECD payment website. If you were granted an ECD waiver, you will not be directed to the ECD payment website.

Favorites ▾ Main Menu ▾ > BroncoDirect ▾ > Applicant Self Services ▾ > Admissions ▾ > View My Application Status

ORACLE

Admissions Decision  ▾ ⌵

Bronco Number:	Program: Undergraduate Baccalaureate
Application Term: Fall Semester 2018	Plan:
Application Number:	ECD Waiver: None

Cal Poly Pomona is pleased to offer you admission. Your acceptance should be a source of pride and satisfaction to both you and your family!

Please click "Next" to continue to accept or decline your offer of admission.

**Before you try to accept your admission, please turn off all popup blockers.**

Favorites ▾ Main Menu ▾ > BroncoDirect ▾ > Applicant Self Services ▾ > Admissions ▾ > View My Application Status

ORACLE

Admissions Decision  ▾ ⌵

Bronco Number:	Program: Undergraduate Baccalaureate
Application Term: Fall Semester 2018	Plan:
Application Number:	ECD Waiver: Yes

Cal Poly Pomona is pleased to offer you admission. Your acceptance should be a source of pride and satisfaction to both you and your family!

Please click "Next" to continue to accept or decline your offer of admission.

**Before you try to accept your admission, please turn off all popup blockers.**

Based on your financial aid status, your Enrollment Confirmation Deposit (ECD) is waived. You do not need to pay the ECD. Click the "Next" button to continue.

Step 7: Click the “Accept” button to confirm your admission offer, or click the “Decline” button to reject your admission offer.

Favorites ▾ Main Menu ▾ > BroncoDirect ▾ > Applicant Self Services ▾ > Admissions ▾ > View My Application Status

**ORACLE**

**Admissions Decision**  ▾ ⏏

<b>Bronco Number:</b>	<b>Program:</b> Undergraduate Baccalaureate
<b>Application Term:</b> Fall Semester 2018	<b>Plan:</b>
<b>Application Number:</b>	<b>ECD Waiver:</b> None

Please select either the Accept or Decline button to indicate your decision about attending Cal Poly Pomona. You will then be asked to confirm your decision. Note that once you accept or decline admission, the Accept/Decline link on this page will no longer be active. Select the Previous button if you do not wish to make a selection at this time.

[Decline](#) [Previous Page](#) [Accept](#)

Step 8: Click the “Confirm Acceptance” button to confirm that you are accepting your admission offer.

Favorites ▾ Main Menu ▾ > BroncoDirect ▾ > Applicant Self Services ▾ > Admissions ▾ > View My Application Status

**ORACLE**

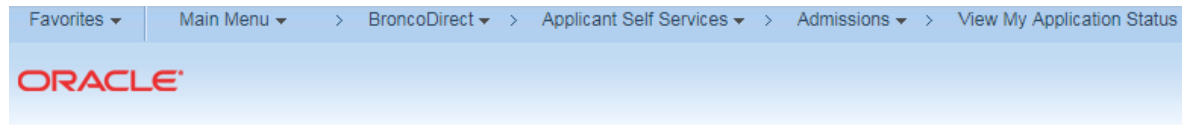
**Admissions Decision**  ▾ ⏏

<b>Bronco Number:</b>	<b>Program:</b> Undergraduate Baccalaureate
<b>Application Term:</b> Fall Semester 2018	<b>Plan:</b>
<b>Application Number:</b>	<b>ECD Waiver:</b> None

Click the "Confirm Acceptance" button to confirm that you intend to enroll at Cal Poly Pomona.

[Previous Page](#) [Confirm Acceptance](#)

Step 9: If you were granted an ECD waiver, by clicking the “Confirm Acceptance” button, you have successfully completed the process to accept your admission. You should see the final screen below:



## Admissions Decision

go to ... >>

<b>Bronco Number:</b>	<b>Program:</b> Undergraduate Baccalaureate
<b>Application Term:</b> Fall Semester 2018	<b>Plan:</b>
<b>Application Number:</b>	<b>ECD Waiver:</b> Yes

The Faculty and Staff are pleased that you have accepted admission to Cal Poly Pomona and look forward to welcoming you.

Please note that if you have paid your non-refundable \$150 enrollment deposit and it becomes rejected by your banking institution, your acceptance will be revoked and you must attempt to accept your admission again and pay your enrollment deposit before the deadline listed on your `To Do List`. Your acceptance will not be recorded until you have successfully accepted and paid your enrollment confirmation deposit.

Step 10: If you do not have an ECD waiver, click the “Pay ECD Now” button to be directed to the ECD payment website.

Should you not pay the ECD, your offer of admission has not yet been confirmed, and you will be required to complete the payment within two business days. Should payment not be made in that time, you will be required to reconfirm your admission offer, and resubmit your acceptance confirmation along with your payment. Should payment not be made before the deadline, your offer of admission will be forfeit.

Favorites ▾ Main Menu ▾ > BroncoDirect ▾ > Applicant Self Services ▾ > Admissions ▾ > View My Application Status

ORACLE

**Admissions Decision**  ▾ ⏏

<b>Bronco Number:</b>	<b>Program:</b> Undergraduate Baccalaureate
<b>Application Term:</b> Fall Semester 2018	<b>Plan:</b>
<b>Application Number:</b>	<b>ECD Waiver:</b> None

***Before you try to accept your admission, please turn off all popup blockers.***

Confirmation of Admissions Acceptance requires a non-refundable deposit. Please click "Pay Now" to open a new window to process the payment. Click "Cancel" to cancel the acceptance process and try again later.

Please note that if you have paid your non-refundable \$150 enrollment deposit and it becomes rejected by your banking institution, your acceptance will be revoked and you must attempt to accept your admission again. Your acceptance will not be recorded until you have successfully accepted and paid your enrollment deposit.

Step 11: Once you click the “Pay ECD Now” button, a pop-up window will open to a new webpage where you may make your ECD payment.

Step 12: Select “Credit Card” or “Electronic Check”.

### ENROLLMENT CONFIRMATION DEPOSIT


[PAYMENT METHOD](#) [REVIEW AND CONFIRM](#)

**Step 1 of 2: PAYMENT METHOD**  
All fields required unless marked (optional)

Credit Card  
 Electronic Check

[PREVIOUS](#) [NEXT](#)




### ORDER SUMMARY

ITEM	AMOUNT
 Enrollment Confirmation Deposit (ECD)	\$150.00
<b>Subtotal</b>	\$150.00
<b>Total</b>	<b>\$150.00</b>

[CANCEL MY TRANSACTION](#)



Step 13: Enter credit card or electronic check information, and then click the "NEXT" button.

ENROLLMENT CONFIRMATION DEPOSIT	ORDER SUMMARY								
<p data-bbox="569 310 816 331"><a href="#">PAYMENT METHOD</a> <a href="#">REVIEW AND CONFIRM</a></p> <p data-bbox="201 362 388 378"><b>Step 1 of 2: PAYMENT METHOD</b></p> <p data-bbox="201 393 445 410">All fields required unless marked (optional)</p> <p data-bbox="201 423 294 441"><input checked="" type="radio"/> Credit Card</p> <p data-bbox="222 456 342 472">Credit Card Number</p> <div data-bbox="222 477 1180 516"><p>*****</p></div> <p data-bbox="222 516 361 532">This field can't be blank</p> <p data-bbox="222 545 365 570"></p> <p data-bbox="222 583 352 600">Credit Card Expiration</p> <p data-bbox="222 605 688 644">April ▼</p> <p data-bbox="716 605 1180 644">2018 ▼</p> <p data-bbox="222 659 329 675">Cardholder Name</p> <p data-bbox="222 683 1180 719">_____</p> <p data-bbox="222 732 315 750">Billing Address</p> <p data-bbox="222 756 1180 792">_____</p> <p data-bbox="222 807 252 824">City</p> <p data-bbox="222 831 688 867">_____</p> <p data-bbox="716 807 810 824">State / Province</p> <p data-bbox="716 831 1180 867">Select ▼</p> <p data-bbox="222 881 329 899">Zip / Postal Code</p> <p data-bbox="222 906 688 941">_____</p> <p data-bbox="716 881 764 899">Country</p> <p data-bbox="716 906 1180 941">United States ▼</p> <p data-bbox="201 971 323 989"><input type="radio"/> Electronic Check</p> <p data-bbox="275 1037 357 1055">PREVIOUS</p> <p data-bbox="1041 1037 1092 1055">NEXT</p>	<table border="1"><thead><tr><th data-bbox="1234 362 1268 378">ITEM</th><th data-bbox="1814 362 1871 378">AMOUNT</th></tr></thead><tbody><tr><td data-bbox="1234 428 1535 505"> Enrollment Confirmation Deposit (ECD)</td><td data-bbox="1814 456 1871 474">\$150.00</td></tr><tr><td data-bbox="1234 561 1289 579">Subtotal</td><td data-bbox="1814 561 1871 579">\$150.00</td></tr><tr><td data-bbox="1234 630 1276 649"><b>Total</b></td><td data-bbox="1782 630 1871 649"><b>\$150.00</b></td></tr></tbody></table> <p data-bbox="1444 740 1654 758">CANCEL MY TRANSACTION</p>	ITEM	AMOUNT	 Enrollment Confirmation Deposit (ECD)	\$150.00	Subtotal	\$150.00	<b>Total</b>	<b>\$150.00</b>
ITEM	AMOUNT								
 Enrollment Confirmation Deposit (ECD)	\$150.00								
Subtotal	\$150.00								
<b>Total</b>	<b>\$150.00</b>								

ENROLLMENT CONFIRMATION DEPOSIT

[PAYMENT METHOD](#) **REVIEW AND CONFIRM**

Step 1 of 2: PAYMENT METHOD

All fields required unless marked (optional)

- Credit Card
- Electronic Check [Help](#)

Account Holder Name

Account Type  Checking  Savings

[Where are my account and routing numbers?](#)

Bank Account Number


Confirm Bank Account Number

Routing Transit Number

PREVIOUS

NEXT

ORDER SUMMARY

ITEM	AMOUNT
 Enrollment Confirmation Deposit (ECD)	\$150.00
<b>Subtotal</b>	\$150.00
<b>Total</b>	<b>\$150.00</b>

CANCEL MY TRANSACTION

Step 14: Review and confirm payment information, and then click the "SUBMIT PAYMENT" button.

### ENROLLMENT CONFIRMATION DEPOSIT

[PAYMENT METHOD](#) **[REVIEW AND CONFIRM](#)**


**Step 2 of 2: REVIEW AND CONFIRM**  
All fields required unless marked (optional)

[PAYMENT METHOD](#) [Edit](#)

MasterCard ending in  
Credit Card Expiration:  
Billy Bronco  
3801 W. Temple Ave.  
Pomona, California 91768

[ENTER EMAIL ADDRESS](#)

### ORDER SUMMARY

ITEM	AMOUNT
 Enrollment Confirmation Deposit (ECD)	\$150.00
<b>Subtotal</b>	\$150.00
<b>Total</b>	<b>\$150.00</b>

[PREVIOUS](#) [SUBMIT PAYMENT](#) [CANCEL MY TRANSACTION](#)

Step 15: You will receive a "TRANSACTION APPROVED" message. Click the "SIGN OUT" button.

ENROLLMENT CONFIRMATION DEPOSIT

TRANSACTION APPROVED

Thank you for the payment.

RECEIPT

RECEIPT NUMBER:

CUSTOMER:

CURRENT DATE:

BUSINESS DATE:

Your receipt has been emailed to

@cpp.edu

EMAIL ANOTHER RECEIPT

PRINT RECEIPT

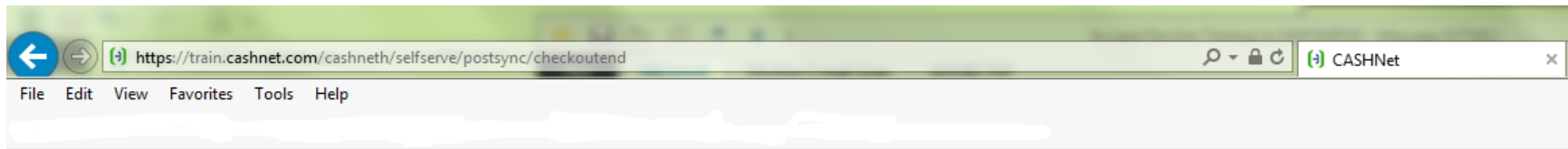
ADDITIONAL INFORMATION

Thank you for the payment.

ITEM	AMOUNT
 <sup>1</sup> Enrollment Confirmation Deposit (ECD)	\$150.00
Subtotal	\$150.00
<b>Total</b>	<b>\$150.00</b>
<b>PAYMENTS RECEIVED</b>	<b>AMOUNT</b>
CC	\$150.00
MASTERCARD ENDING IN Authorization:	
<b>Total</b>	<b>\$150.00</b>

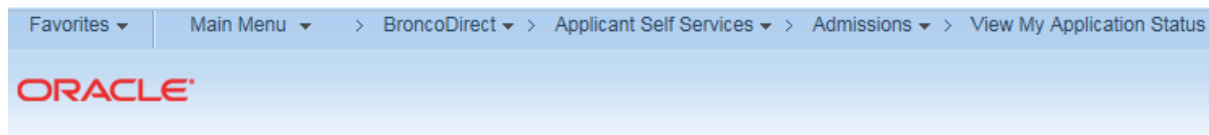
SIGN OUT

Step 16: You will receive a message that you have been signed out.



You have been signed out.

Step 17: Go back to your BroncoDirect webpage window. Click the “Exit” button.



### Admissions Decision

<b>Bronco Number:</b>	<b>Program:</b> Undergraduate Baccalaureate
<b>Application Term:</b> Fall Semester 2018	<b>Plan:</b>
<b>Application Number:</b>	<b>ECD Waiver:</b> None

***Before you try to accept your admission, please turn off all popup blockers.***

Confirmation of Admissions Acceptance requires a non-refundable deposit. Please click "Pay Now" to open a new window to process the payment. Click "Cancel" to cancel the acceptance process and try again later.

Please note that if you have paid your non-refundable \$150 enrollment deposit and it becomes rejected by your banking institution, your acceptance will be revoked and you must attempt to accept your admission again. Your acceptance will not be recorded until you have successfully accepted and paid your enrollment deposit.

Exit

Pay ECD Now

Step 18: You have successfully completed the process to accept your admission and pay your ECD. You should see the final screen below:

Favorites ▾ Main Menu ▾ > BroncoDirect ▾ > Applicant Self Services ▾ > Admissions ▾ > View My Application Status

**ORACLE**

### Admissions Decision

go to ... ▾ ⏏

<b>Bronco Number:</b>	<b>Program:</b> Undergraduate Baccalaureate
<b>Application Term:</b> Fall Semester 2018	<b>Plan:</b>
<b>Application Number:</b>	<b>ECD Waiver:</b> None

The Faculty and Staff are pleased that you have accepted admission to Cal Poly Pomona and look forward to welcoming you.

Please note that if you have paid your non-refundable \$150 enrollment deposit and it becomes rejected by your banking institution, your acceptance will be revoked and you must attempt to accept your admission again and pay your enrollment deposit before the deadline listed on your 'To Do List'. Your acceptance will not be recorded until you have successfully accepted and paid your enrollment confirmation deposit.