How to Pay MRC Housing Deposit

*Students must first complete the Mesabi Range College Online Housing Application

The Housing Deposit charge will appear on your bill the following business day after submitting the online application.

Paying the deposit yourself:

1. Payments can be made online by visiting www.mesabirange.edu.
2. On the top of the website homepage, scroll to Quicklinks as shown below:

   ![Website Screenshot](image1)

3. Click on e-services; click on Virginia Campus Students; then log in using your Star ID & password.

   ![Website Screenshot](image2)
4. Once logged in, using the menu bar on the left side of the screen, navigate to and click on **Bills and Payment**. *** Make sure you are in Mesabi Range College’s e-services. If not, click on MRC under “My Minnesota State School Summary”.

5. Click on **Make a Payment**, as shown below.
6. Click on **Payment Toward Specific Charges**.

7. Look for the Mesabi Housing Rental charge in the amount of $300. This is the Housing deposit charge. To pay the whole charge in full, select **Pay Account Balance**, and then click **Continue**. To pay the charge in partial, enter an amount in **Pay Other Amount**, then click **Continue**.

***Note:*** Your place in MRC Housing isn’t secure until the deposit is **paid in full**.
8. Choose **Pay by e-check** or **Pay by Credit/Debit Card**, and then continue by clicking **Pay Now**.

9. You will be directed to a website where you will be able to enter your payment information. Questions about the payment process can be directed to Carrie Hejda at 218-749-0313 or carrie.hejda@mesabirange.edu.

**Giving someone else access to pay your housing deposit (i.e. parent of student):**

1. Payments can be made online by visiting [www.mesabirange.edu](http://www.mesabirange.edu).
2. On the top the website homepage, scroll to **Quicklinks** as shown below:

![Quicklinks](image)

3. Click on **e-services**; click on **Virginia Campus Students**; then log in using your Star ID & password.
4. Once logged in, using the menu bar on the left side of the screen, navigate to and click on **Bills and Payment**. See below.

5. Click on **Give Someone Access to Pay My Bill**.
6. You will be redirected to a page where you can enter the information of the person who will be paying your housing deposit fee.

***The person that you select will receive an email that tells them how to access your bills and payments. They will have 5 days to activate their access. Access will remain active for 6 months. You can remove or renew a person’s access at any time. This access allows a person to view or pay your bills from any Minnesota State College and University (MinnState) school you attend.