
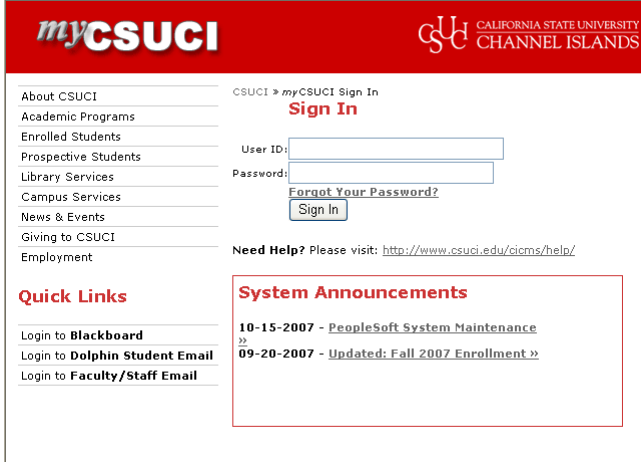


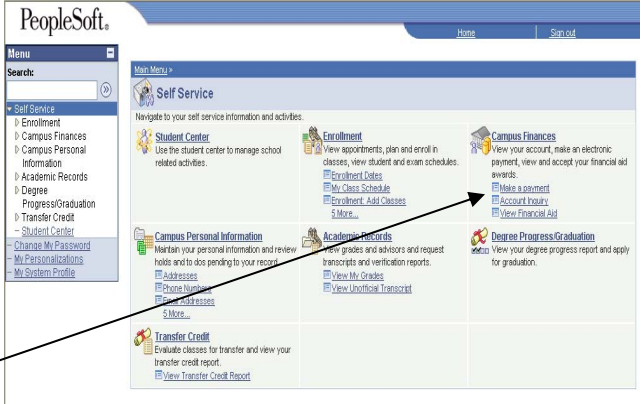
On-Line Credit card Payments:

Making a payment

1. Open Internet Explorer and browse to <http://mycsuci.edu> or connect through www.csuci.edu and click on the  icon.
2. On the sign-in page, enter your User ID and password to log in. Both are case sensitive. (**If you have forgotten your password, contact the IT Helpdesk at (805) 437-8552.)

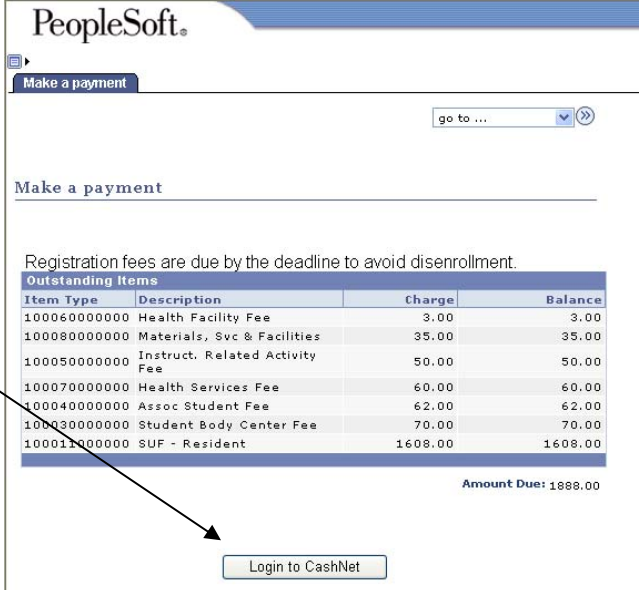


The image shows the myCSUCI sign-in page. At the top, there is a red header with the myCSUCI logo and the California State University Channel Islands logo. Below the header, there is a navigation menu on the left with links like 'About CSUCI', 'Academic Programs', 'Enrolled Students', etc. The main content area has a 'Sign In' section with fields for 'User ID' and 'Password', and a 'Forgot Your Password?' link. Below that is a 'Need Help?' link and a 'Quick Links' section with 'Login to Blackboard', 'Login to Dolphin Student Email', and 'Login to Faculty/Staff Email'. On the right, there is a 'System Announcements' box with dates and links for 'PeopleSoft System Maintenance' and 'Updated: Fall 2007 Enrollment'.



The image shows the PeopleSoft Self Service page. It has a blue header with the PeopleSoft logo and 'Home' and 'Sign out' links. A 'Menu' sidebar is on the left. The main content area is titled 'Self Service' and contains several tiles: 'Student Center', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Transfer Credit', and 'Subject Center'. An arrow points from the 'Campus Finances' tile to the next screenshot.

3. To make a payment:
 - a. Click on "Self Service" menu option.
 - b. Click on "Campus Finances"
 - c. Click on "Make a payment"
 - d. Click on "Login to CashNet"



The image shows the PeopleSoft 'Make a payment' page. It has a blue header with the PeopleSoft logo and a 'Make a payment' tab. Below the header, there is a search bar and a 'Make a payment' section. A message states 'Registration fees are due by the deadline to avoid disenrollment.' Below that is a table of 'Outstanding Items' with columns for 'Item Type', 'Description', 'Charge', and 'Balance'. At the bottom right, it says 'Amount Due: 1888.00' and there is a 'Login to CashNet' button. An arrow points from the 'Login to CashNet' button in the previous screenshot to this button.

Item Type	Description	Charge	Balance
100060000000	Health Facility Fee	3.00	3.00
100080000000	Materials, Svc & Facilities	35.00	35.00
100050000000	Instruct. Related Activity Fee	50.00	50.00
100070000000	Health Services Fee	60.00	60.00
100040000000	Assoc Student Fee	62.00	62.00
100030000000	Student Body Center Fee	70.00	70.00
100010000000	SUF - Resident	1608.00	1608.00

If you need assistance making an electronic credit card payment, please use the Help menu on the red toolbar or contact the University Cashier's Office at (805) 437-8810.

You have now entered the CashNet website:


Credit card payments:

There is 2.9% convenience fee, each time you make a credit card payment on-line.

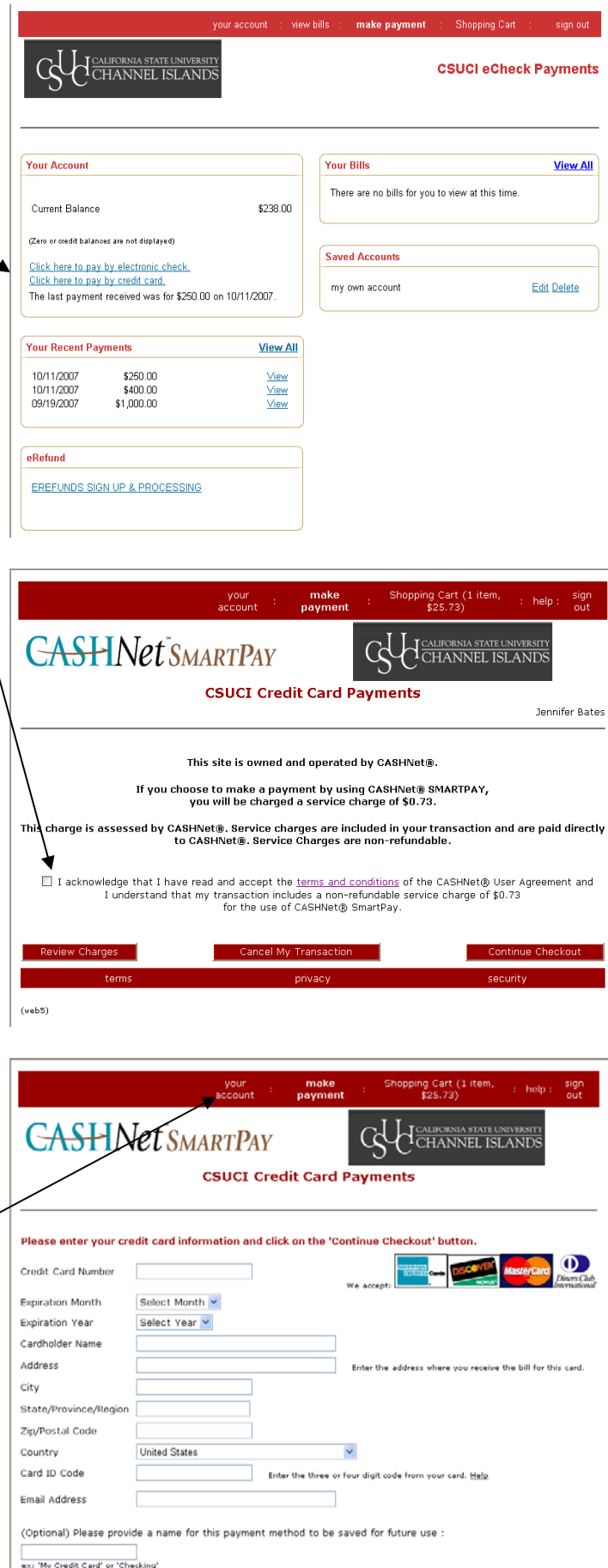
4. Click on the link that says “click here to pay by credit card”
 - a. click “general balance”
 - b. specify how much you want to pay
 - c. click on the “add to shopping cart” button
 - d. click on the “checkout” button
 - e. You must check off the box to accept the service charge to move forward with your payment.
 - f. Then click on “continue checkout” box.
 - g. Fill in all requested information to process your credit card payment.
 - h. After you have completed the above step, you will be prompt to a new page. Make sure you click the “submit payment” button to process your payment.
 - i. Once your payment has been processed successfully, you will see a page that has the word “Transaction Approved” at the top.
 - j. You can email a copy of this receipt to yourself by clicking on the “email another receipt” button in the bottom left hand corner.

**Note:* There is no “back” option to go to the prior screen. If you want to access a different part of CashNet you must use the red toolbar at the top of the page. Just click on the option you want.

***CAUTION:** The system will allow you to pay less than the full amount of fees owed, but failure to pay all registration fees by the deadline will result in you being dropped from your classes.

5. Reviewing account details
 - a. Click on “your account” in the red toolbar at the top of the page.
 - b. You can review payments made or provide a new payment.
 - c. To view your student account details, you must go back to your account in  and click on Account Inquiry.

For your own security, always remember to log out of CashNet when you are done using the system.



The image shows two screenshots of the CSUCI eCheck Payments website. The top screenshot displays the 'Your Account' section with a current balance of \$238.00 and a table of recent payments. The bottom screenshot shows the 'CSUCI Credit Card Payments' page with a red toolbar at the top and a form for entering credit card information. Arrows from the text instructions point to the 'make payment' link in the toolbar and the 'Continue Checkout' button in the payment form.

CSUCI eCheck Payments

your account : view bills : **make payment** : Shopping Cart : sign out

CSUCI eCheck Payments

Your Account [View All](#)

Current Balance \$238.00

(Zero or credit balances are not displayed)

[Click here to pay by electronic check.](#)
[Click here to pay by credit card.](#)
The last payment received was for \$250.00 on 10/11/2007.

Your Bills [View All](#)

There are no bills for you to view at this time.

Saved Accounts

my own account [Edit](#) [Delete](#)

Your Recent Payments [View All](#)


10/11/2007	\$250.00	View
10/11/2007	\$400.00	View
09/19/2007	\$1,000.00	View

eRefund

[EREFUNDS SIGN UP & PROCESSING](#)

CSUCI Credit Card Payments

your account : **make payment** : Shopping Cart (1 item, \$25.73) : help : sign out

CASHNet SMARTPAY 

CSUCI Credit Card Payments Jennifer Bates

This site is owned and operated by CASHNet®.

If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of \$0.73.

This charge is assessed by CASHNet®. Service charges are included in your transaction and are paid directly to CASHNet®. Service Charges are non-refundable.

I acknowledge that I have read and accept the [terms and conditions](#) of the CASHNet® User Agreement and I understand that my transaction includes a non-refundable service charge of \$0.73 for the use of CASHNet® SmartPay.


[Review Charges](#) [Cancel My Transaction](#) [Continue Checkout](#)

[terms](#) [privacy](#) [security](#)

(web5)

CSUCI Credit Card Payments

your account : **make payment** : Shopping Cart (1 item, \$25.73) : help : sign out

CASHNet SMARTPAY 

CSUCI Credit Card Payments

Please enter your credit card information and click on the 'Continue Checkout' button.

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address Enter the address where you receive the bill for this card.

City

State/Province/Region

Zip/Postal Code

Country

Card ID Code Enter the three or four digit code from your card. [Help](#)

Email Address

(Optional) Please provide a name for this payment method to be saved for future use :

ext: 'My Credit Card' or 'Checking'