
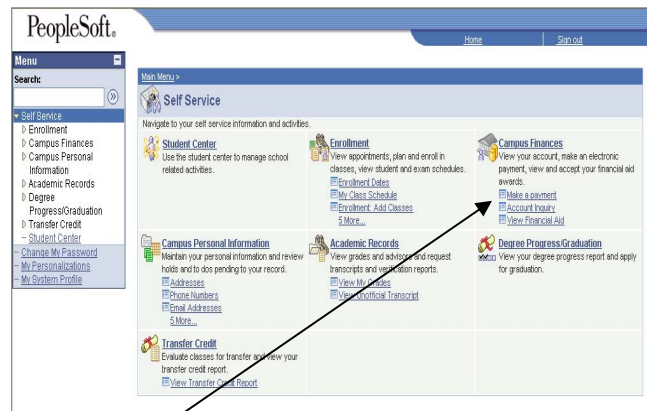
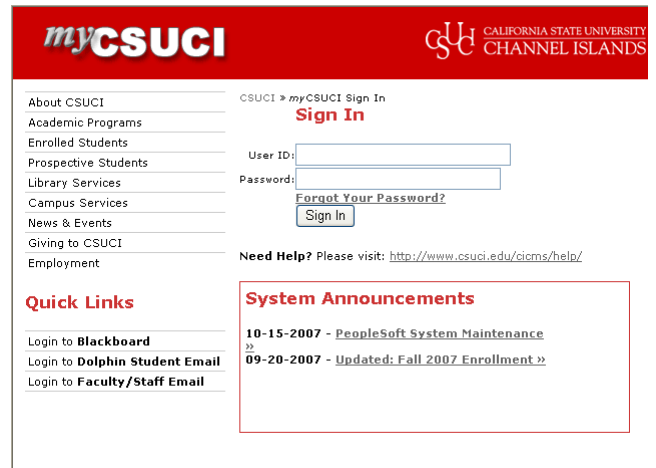


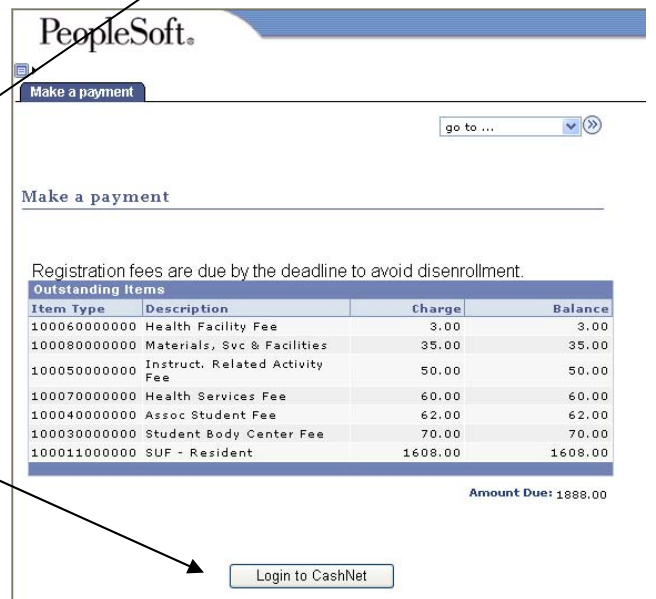
# Electronic Check Payments:

## Making a payment

1. Open Internet Explorer and browse to <http://mycsuci.edu> or connect through [www.csuci.edu](http://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.)



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"



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
100011000000	SUF - Resident	1608.00	1608.00

Amount Due: 1888.00

You have now entered the CashNet website:

### Check Payments:

There is **NO** fee associated with this payment option.

4. Click on the link that says “click here to pay by electronic check”
  - 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. Fill in the requested information to process your check payment. (There is an “optional” choice for you to save the account information so that you don’t have to re-enter it next time you want to make a payment.)
  - f. After you have completed the above step, you will be prompted to a new page. Make sure you click the “submit payment” button to process your payment.
  - g. Once your payment has been processed successfully, you will see a page that has the word “Transaction Approved” at the top.
  - h. 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 **myCSUCI**

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

The screenshot shows the CSUCI eCheck Payments website. At the top, there is a red navigation bar with links for "your account", "view bills", "make payment", "Shopping Cart", and "sign out". The CSUCI logo is on the left, and "CSUCI eCheck Payments" is on the right. The main content area is divided into several sections: "Your Account" showing a current balance of \$238.00, "Your Bills" with a "View All" link, "Saved Accounts" with a link to "my own account", "Your Recent Payments" with a table of transactions, and an "eRefund" section with a link to "EREFUNDS SIGN UP & PROCESSING".

Your Recent Payments		
10/11/2007	\$250.00	<a href="#">View</a>
10/11/2007	\$400.00	<a href="#">View</a>
09/19/2007	\$1,000.00	<a href="#">View</a>

The screenshot shows the CSUCI eCheck Payments website with a form for entering bank account information. The red navigation bar at the top includes "your account", "view bills", "make payment", "Shopping Cart (1 item, \$50.00)", and "sign out". The CSUCI logo is on the left, and "CSUCI eCheck Payments" is on the right. The main content area has a heading "Please enter your bank account information and click on the 'Continue Checkout' button." followed by an important note: "IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked 'Do Not Use for ACH'." Below this is a paragraph of instructions. The form fields include: "Account Number", "Confirm Account Number", "Account Type" (with radio buttons for "Checking" and "Savings"), "Routing Transit Number" (with a link "What are my Routing Transit and Account Number?"), "Account Holder Name", and "Email Address". There is also an optional field for a name to save for future use. At the bottom right, there is a "Continue Checkout" button and a note: "(You'll have a chance to review this order before it's final)".

**If you need assistance making an electronic check payment, contact a University Cashier at (805) 437-8810 or come into the Cashier’s office located on the 1<sup>st</sup> floor of Sage Hall.**