


# On-Line Credit card Payments:

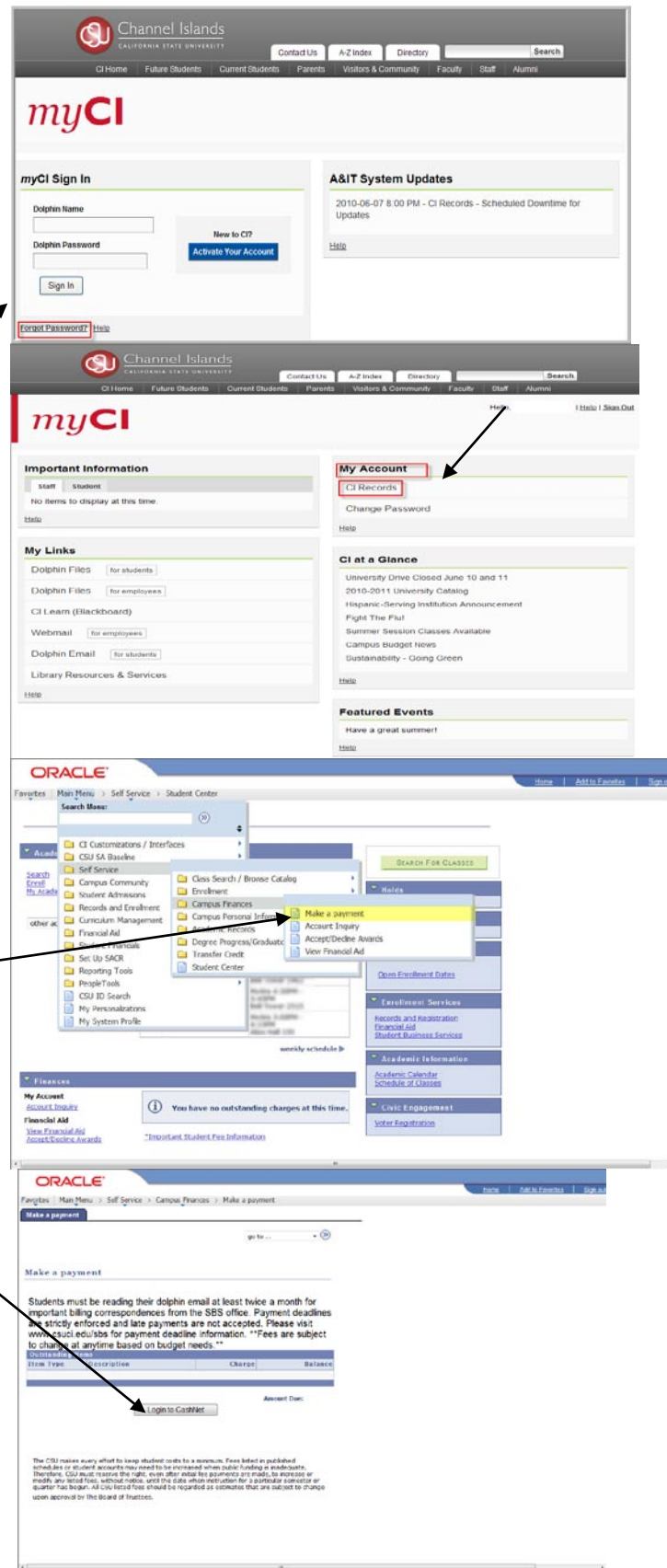
## Making a payment

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 forgot your password click “Forgot Password.”

3. After you have logged into your myCI, a webpage containing your email, files, and records will be displayed. Under **My Account** click on “CI Records.” This link will take you to your self-service page.

4. To make a payment:
- Click on “Self Service” menu option.
  - Click on “Campus Finances”
  - Click on “Make a payment”
  - Click on “Login to CashNet”



**You have now entered the CashNet website:**

**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)**

## Credit card payments:

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

5. 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.

### 6. 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 **myCI** and click on Account Inquiry.

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

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

CSUCI eCheck Payments

**Your Account** [View All](#)

Current Balance \$238.00

(Cash 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 Recent Payments** [View All](#)

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>

**eRefund**

[eREFUNDS SIGN UP & PROCESSING](#)

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)

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  Select Month

Expiration Year  Select Year

Cardholder Name

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

City

State/Province/Region

Zip/Postal Code

Country  United States

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 :

or: My Credit Card or "Checking"