

Student Business Services

How to Pay Using Your Bank Account

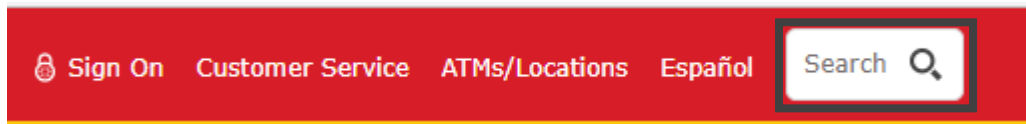
Enrollment Center – Sage Hall

Phone: (805) 437-8810

Email: sbs@csuci.edu

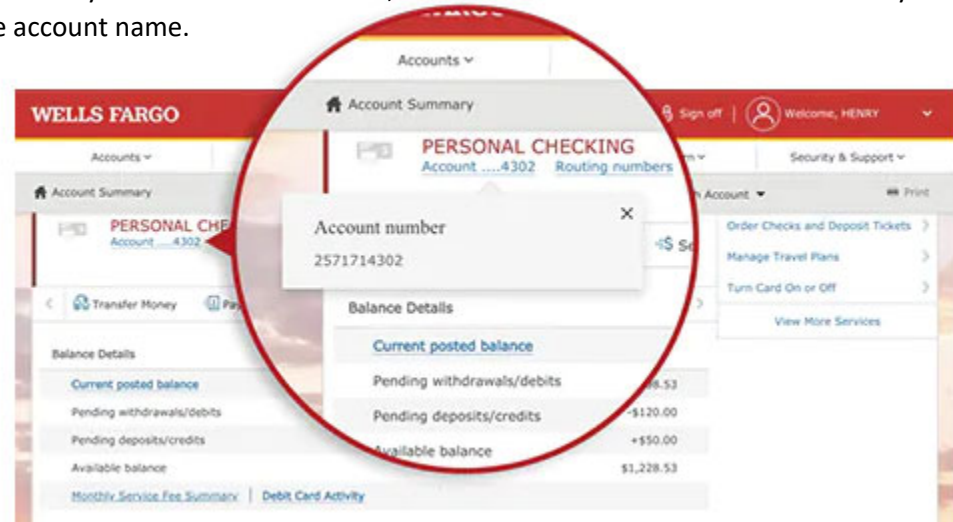
1. How do I find my Bank Account Information?

- Most major banks have a mobile banking app and website through which customers can access their bank account and routing numbers
 - i. Access your bank website, look for the search window (or magnify glass), and type **'find my account and routing number.'**

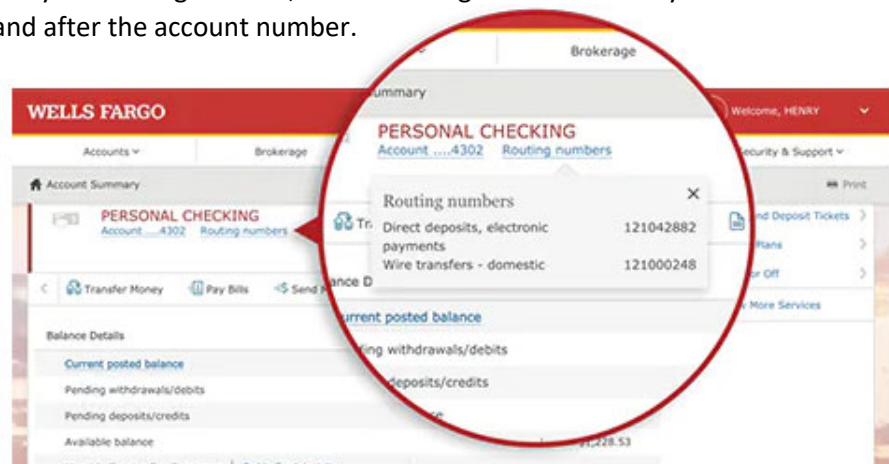


- ii. This example is specific to Wells Fargo Bank customers. **Please use your banks website** to find how to access your banking information.

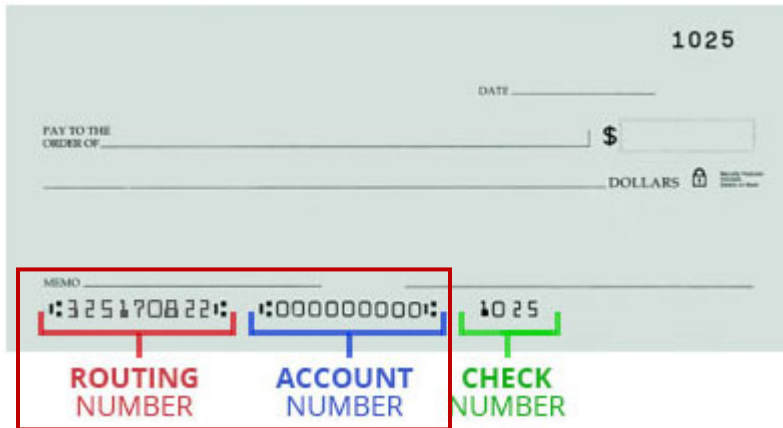
1. To access your full account number, select **Account** and the **4 numbers** directly below the account name.



2. To Access your routing number, select Routing numbers directly below the account name and after the account number.



- If you have a paper check the routing and account numbers are printed on the bottom of your check.



- **Do not** attempt to use credit card cash advance checks, brokerage account checks, or any other checks marked “Do Not Use for ACH”
- Your ATM/Debit card number is not your checking/savings account number

2. Login to **myCI Portal**.

- Dolphin Name and Password are case sensitive
- If you forgot your password, click on “Forgot Password”

Welcome to myCI

Dolphin Name








Dolphin Password

[Sign In](#)

[Forgot Password?](#) | [Forgot Dolphin Name?](#) | [Help](#)

3. Locate and click on the 'CI Records' tile.

Pinned Services [\(What's this?\)](#)

 CI Records Student registration and records system	 CI Financials Campus financial records system	 CI Personnel Employee and departmental records and data management
 Zoom Video conferencing system & virtual meeting space	 Adobe Sign Electronic signature tool for signing documents and forms	 Dolphin Navigate Student advising, coaching, and communication platform
 OneDrive Cloud-based storage and collaboration tool from Microsoft	 CSU Learn Employee training portal for mandatory & development courses	 OneCI Data warehouse and institutional reporting repository

4. In your **Student Center** go to the **Finances** section select '**Make a Payment**'.

▼ **Finances**

My Account
[Account Inquiry](#)
[Enroll In Direct Deposit](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... ▾ >>

Account Summary (See * link below)

You owe 3,074.00.

- Due Now 3,074.00
- Future Due 0.00

** You have a past due balance of 3,074.00. **

Currency used is US Dollar.

***Important Student Fee Information**
Make a Payment ←

5. Click on the 'Login to CASHNet' button.

Make a payment


Due dates are strictly enforced. Please visit www.csuci.edu/sbs for complete details. ****Fees are subject to change at anytime based on budget needs.****

You owe 3,074.00.

Due Now	3,074.00
Future Due	0.00

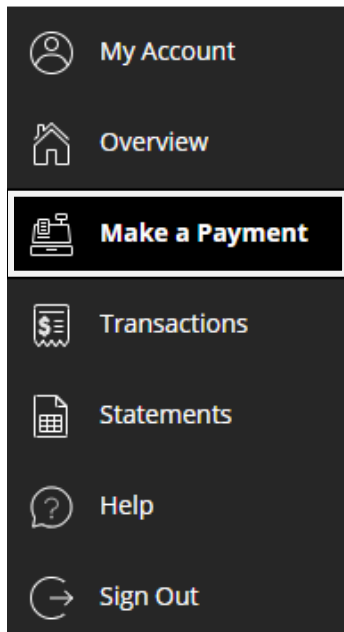
**** You have a past due balance of 3,074.00 ****

Login to CashNet



The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

6. Select the 'Make a Payment' link in the margin.



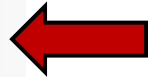
7. Select the **'Balance Due'** option.
 - If necessary, you may click in the **'Amount'** box to modify the amount

How much would you like to pay?

Balance items

Uncheck all | 1 of 1 selected

Description	Balance	Amount
<input checked="" type="checkbox"/> Balance Due	\$3,074.00	\$3,074.00 <input type="text"/> <input type="button" value="x"/> <input type="button" value="v"/>
Total balance		\$3,074.00
Pay amount		\$3,074.00
Remaining balance		\$0.00



- Click on the **'Checkout'** button to move to the next step

8. Select the **'New Bank Account'** payment method.
 - Avoid paying a service fee when you pay via New Bank Account
 - Have your bank routing number and account number ready

Payment amount

\$3,074

* Payment method

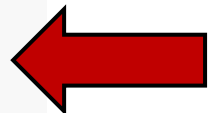
New credit or debit card

New bank account

New 529 Savings Plan

International payment

Cancel



- Click on the **'Continue'** button to move to the next step

9. Enter the account holder's **Name and Banking Information.**

- Electronic payments are processed the same day they are received by the CI
- A \$25 fee will be assessed for funds returned for invalid account numbers or insufficient funds

Payment amount
\$3,074

* Payment method [Change](#)

New bank account

i Important: Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.

Please enter your bank account information and click on the 'Continue Checkout' button.

Please note, a \$25 fee will be assessed for funds returned for invalid account numbers or NSF.

*Account holder name

① Account holder name required

* Account type

Checking

Savings

* Routing transit number ①

* Bank account number ① *Confirm bank account number

Save bank account for future use

Cancel **Continue**

- Click on the **'Continue'** button to move to the next step

10. Check to make sure correct information was entered.

- Payment confirmation will be sent to the email address provided

Last step! Let's make sure we have your correct information.

* Email address
ekho.dolphin515@csuci.edu

Summary [Change](#)

General Balance	
Balance	\$3,074.00
Total	\$3,074.00

Payment details [Change](#)

Account holder name	Ekho Dolphin
Account type	Checking
Routing transit number	072403004
Bank account number6667
Bank	ISABELLA BANK, MOUNT PLEASANT, MI

Cancel **Pay \$3,074**

- Click on the 'Pay' button to complete the transaction