Student Business Services

Online Payment Using Your Credit Card

Enrollment Center – Sage Hall
Phone: (805) 437-8810
Email: sbs@csuci.edu

1. Login to **myCI Portal**.
   - Dolphin Name and Password are case sensitive
   - If you forgot your password, click on "Forgot Password."

2. Locate and click on the **'CI Records'** tile.

3. 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

4. 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).

Channel Islands

5. Select the **'Make a Payment'** link in the margin.
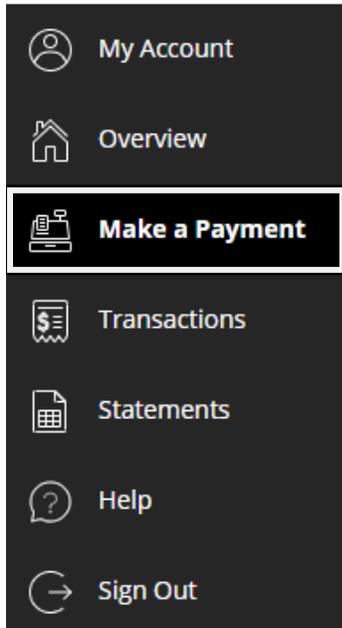
6. Select the '**General Balance'** option.
   - If necessary, you may click in the **'Amount'** box to modify the amount

How much would you like to pay?

Balance items

	Description	Balance	Amount		
✅	**General Balance**	$3,074.00	$3,074.00	⊗	⌄

Total balance	$3,074.00
Pay amount	**$3,074.00**
Remaining balance	*$0.00*

$3,074

Cancel   Checkout

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

7. Select the **'New Credit or Debit Card'** payment method.
   - The credit card processor Transact Campus SmartPay charges a 2.65% service fee to the cardholder

Payment amount
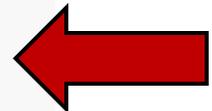
$3,074

* **Payment method**

New credit or debit card

New bank account

New 529 Savings Plan

International payment

Cancel   Continue

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

![SU Channel Islands logo]

8. Enter **credit card Information**.
   - American Express, Discover, MasterCard, Visa, and Diner's Club accepted.

Payment amount

$3,074

* Payment method   Change

New credit or debit card

| AMERICAN EXPRESS | DISCOVER | JCB | MasterCard | VISA |

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

* Card number

[   ]

(!) *Card number required*

*Expiration date   *** Security code** (i)

MM / YY   [   ]

*Zip/Postal code

[   ]

International cardholders may input "N/A"

☐ Save card for future use

                              Cancel   (Continue)

   - Click on the continue button to move to the next step

9. Acknowledge the Service Fee Charge.

Service charge

$81.46

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service charge of **$81.46**, so your total amount is $3,155.46. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

☑ I acknowledge that I have read and accept the terms and conditions of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge of **$81.46** for the use of Transact Campus SmartPay.

                                          (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 Payment	$3,074.00
Subtotal	**$3,074.00**
Service charge	$81.46
Total	**$3,155.46**

Payment details   Change

Card number	···· ···· ···· 5454	MasterCard
Expiration date	03 / 30	
Zip/Postal code	91325	

Cancel   Pay $3,155.46

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