

Online Tuition Installment Payment Plan (TIPP):

1. Open Internet Explorer and browse to <http://mycsuci.edu> or connect through www.csuci.edu and click on the *MyCI* 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 Dolphin Email, Dolphin Files, and CI Records will be displayed. Under Services click on “CI Records”. This will take you to your self service page.

Pinned Services (What's this?)

- Dropbox@CI: A secure file sharing and storage solution
- Webmail: Employee email system, powered by Microsoft Outlook
- CI Records: Student registration and records system (indicated by a red arrow)

4. Locating “Enroll in Payment Plan”:
 - a. Click on “Main Menu” option.
 - b. Click on “Self service” option.
 - c. Click on “Campus Finances” option.
 - d. Click on “Enroll in Payment Plan”.

5. This will take you to the “Enroll in Payment Plan” page; from there you have the option to select a Payment Plan.
 - a. Please select the payment plan
 - b. Go to the link specified and read the terms and conditions. Then click “Next”.
 - c. **Please Note that you will only be able to select a payment plan if you are eligible.**

Enroll in Payment Plan 4/Result

1. Select Payment Plan

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
Spring 2020 - Regular Session If you are enrolling in this payment plan after the initial payment deadline, your 1st payment is due immediately. This is a tuition payment plan for tuition purposes. Please read terms and conditions at: http://www.csuci.edu/sbs/tipp.htm before you accept this payment plan. Please note you will be charged a \$33 fee to participate and this fee is not refundable under any circumstances.	12,000.00	3	01/21/2020

Currency used is US Dollar.

Buttons: Cancel, Next (highlighted with a red box)

6. The “Review Installments” page allows you to review the amount due for each installment due date. Once you have reviewed the installments, select “Next” to continue.

Enroll in Payment Plan 1: Select Payment Plan 4: Result

2. Review Installments

You have selected Spring 2020 - Regular Session.

If you are enrolling in this payment plan after the initial payment deadline, your 1st payment is due immediately. This is a tuition payment plan for tuition purposes. [Please read terms and conditions at http://www.csuci.edu/sbs/app.htm](http://www.csuci.edu/sbs/app.htm) before you accept this payment plan. Please note you will be charged a \$33 fee to participate and this fee is not refundable under any circumstances.

Eligible Charges	3,306.00
Plan Amount	12,000.00
Number of Installments	3

Installment Schedule				
Due Date	Installment	Administrative Fee	Total Installment	
01/21/2020	1,102.00	33.00	1,135.00	
02/21/2020	1,102.00		1,102.00	
03/21/2020	1,102.00		1,102.00	
Total	3,306.00	33.00	3,339.00	

Currency used is US Dollar.

Important: The Installment Schedule is based on your current eligible charges of 3,306.00. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 12,000.00.

7. The “Agreement” section allows you to review the payment plan installments one more time.
- a. Once you have reviewed the payment plan and agree to the agreement, check the “Yes, I have read the agreement” box. Then click “Enroll”.
 - b. Please go to <http://www.csuci.edu/sbs/> to read the Terms & Conditions you are agreeing to by enrolling into this Payment Plan.

Enroll in Payment Plan 1: Select Payment Plan 4: Result

3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

Spring 2020 - Regular Session

You are about to enroll in Spring 2020 - Regular Session

If you are enrolling in this payment plan after the initial payment deadline, your 1st payment is due immediately. This is a tuition payment plan for tuition purposes. [Please read terms and conditions at http://www.csuci.edu/sbs/app.htm](http://www.csuci.edu/sbs/app.htm) before you accept this payment plan. Please note you will be charged a \$33 fee to participate and this fee is not refundable under any circumstances.

Plan Amount	3,306.00
Administrative Fee	33.00
Total Plan Amount	3,339.00
Number of Installments	3

Installment Schedule				
Due Date	Installment	Administrative Fee	Total Installment	
01/21/2020	1,102.00	33.00	1,135.00	
02/21/2020	1,102.00		1,102.00	
03/21/2020	1,102.00		1,102.00	
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Currency used is US Dollar.

Important: The Installment Schedule is based on your current eligible charges of 3,306.00. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 12,000.00.

I agree to the installment schedule listed above. If I default on any installments, I understand that full amount may be due immediately and a hold will be placed on my account.

The agreement is dated 12/05/2019 Yes, I have read the agreement

8. Please print out the “Results” page as a reference to your Payment Plan.
- a. From this page you have the option to Enroll in Another Payment Plan or review your account.

Enroll in Payment Plan 1: Select Payment Plan 4: Result

4. Result

✔ Congratulations!

You have successfully enrolled in Spring 2020 - Regular Session. Please keep the installment schedule for your reference.

Installment Schedule				
Due Date	Installment	Administrative Fee	Total Installment	
01/21/2020	1,102.00	33.00	1,135.00	
02/21/2020	1,102.00		1,102.00	
03/21/2020	1,102.00		1,102.00	
Total	3,306.00	33.00	3,339.00	