

## Student Business Services

## Online Payment Using myCI Portal

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.”

 Channel Islands / **myCI**



















Welcome to myCI

Dolphin Name

Dolphin Password

Sign In

[Forgot Password?](#) | [Forgot Dolphin Name?](#) | [Help](#)2. Locate and click on the ‘**CI Records**’ tile.Pinned Services [\(What's this?\)](#)

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



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](http://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).

5. Select the **'Make a Payment'** link in the margin.

-  My Account
-  Overview
-  **Make a Payment**
-  Transactions
-  Statements
-  Help
-  Sign Out



6. Select the **'General Balance'** option.

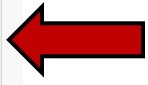
- If necessary, you may click in the **'Amount'** box to change the amount

How much would you like to pay?

Balance items

Description	Balance	Amount
<input checked="" type="checkbox"/> Uncheck all   1 of 1 selected		
<input checked="" type="checkbox"/> General Balance	\$3,074.00	\$3,074.00 <input type="text"/> <input type="button" value="⊗"/> <input type="button" value="v"/>
Total balance		\$3,074.00
Pay amount		<b>\$3,074.00</b>
Remaining balance		\$0.00

\$3,074



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

7. Select a payment method.

- New Credit or Debit Card: the credit card processor Transact Campus SmartPay charges a **2.65% service fee** to the card holder.
- New Bank Account: avoid a service fee.
- New 529 Savings Plan: 529 Savings Plan processor charges a \$10 service fee and your 529 vendor may also assess a service fee.
- International Payments: offers competitive price through Convera Global Pay.

**Payment amount**  
\$3,074

**\* Payment method**

New credit or debit card

New bank account

New 529 Savings Plan

International payment

Cancel Continue

8. Click on the link of your preferred payment method for detailed instructions.

- [New Credit or debit card](#)
- [New bank account](#)
- [New 529 Savings Plan](#)
- [International payment](#)