

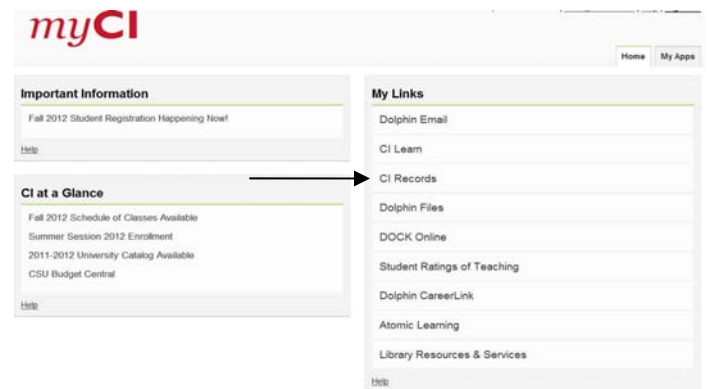
CSU Channel Islands

Online Intent to Enroll Payment

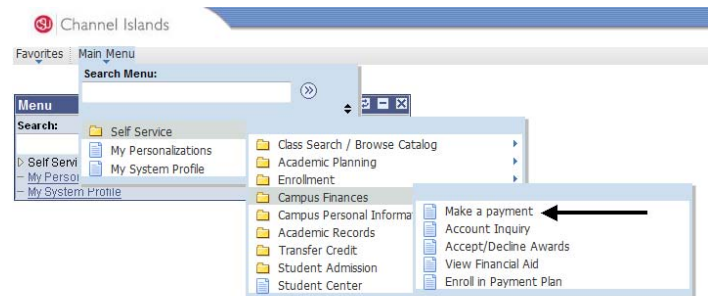
1. Open Internet Explorer and browse to <http://mycsuci.edu> or connect through www.csuci.edu and click on the myCI icon.
2. On the Sign In page, enter your User ID and password to log in. Both are case sensitive. If you forgot your password click "Forgot Password."
3. After you have logged into your myCI, a webpage containing your Dolphin Email, Dolphin Files, and CI Records will be displayed. Under My Account click on "CI Records." This link will take you to your self service page.
4. Locating "Make A Payment":
 - a. Click on "Self Service" menu option.
 - b. Click on "Campus Finances"
 - c. Click on "Make a Payment"
 - d. Click on "Login to CashNet"



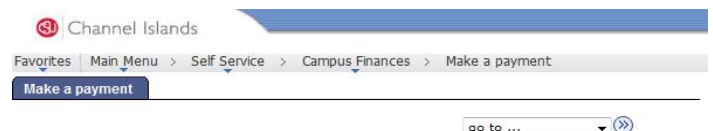
The image shows the myCI Sign In page. It has a header with the myCI logo. Below the header, there is a section titled "myCI Sign In". Inside this section, there are two input fields: "Dolphin Name" and "Dolphin Password". Below these fields, there is a checkbox labeled "This is my home or office computer (Learn more)." and a blue "Sign In" button.



The image shows the myCI dashboard after logging in. It has a header with the myCI logo and navigation links for "Home" and "My Apps". Below the header, there are two main sections: "Important Information" and "My Links". The "Important Information" section contains links for "Fall 2012 Student Registration Happening Now!", "CI at a Glance", and "Fall 2012 Schedule of Classes Available". The "My Links" section contains links for "Dolphin Email", "CI Learn", "CI Records", "Dolphin Files", "DOCK Online", "Student Ratings of Teaching", "Dolphin CareerLink", "Atomic Learning", and "Library Resources & Services".



The image shows the Channel Islands Self Service menu. It has a header with the Channel Islands logo and navigation links for "Favorites", "Main Menu", and "Search Menu". Below the header, there is a "Menu" section with a search bar. The search results show a list of menu items: "Self Service", "My Personalizations", "My System Profile", "Class Search / Browse Catalog", "Academic Planning", "Enrollment", "Campus Finances", "Campus Personal Information", "Academic Records", "Transfer Credit", "Student Admission", and "Student Center". The "Campus Finances" item is highlighted, and a sub-menu is displayed with the following items: "Make a payment", "Account Inquiry", "Accept/Decline Awards", "View Financial Aid", and "Enroll in Payment Plan".



The image shows the Channel Islands "Make a payment" page. It has a header with the Channel Islands logo and navigation links for "Favorites", "Main Menu", "Self Service", "Campus Finances", and "Make a payment". Below the header, there is a "Make a payment" section with a "go to ..." dropdown menu and a "Login to CashNet" button.

Make a payment

Payment deadlines are strictly enforced and late payments are not accepted. Please visit www.csuci.edu/sbs for payment deadline information. **Fees are subject to change at anytime based on budget needs.**

Outstanding Items			
Item Type	Description	Charge	Balance

Amount Due:

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 initial fee payments are made, to increase or modify any listed fees, 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.

5. This will take you to the “Cashnet” page;
 - a. Please select “make payment” on the top right button
 - b. Click on “Intent to Enroll Payment”
 - c. Click on the “Add to Shopping Cart” button
 - d. Click on the “Checkout” button
 - e. Choose method of payment
 - f. Fill in the requested information to process your payment. (There is an “optional” choice for you to save the account information so that you don’t have to re-enter it next time you want to make a payment.)
 - g. After you have completed the above step, you will be prompted to a new page. Make sure you click the “submit payment” button to process your payment.
 - h. Once your payment has been processed successfully, you will see a page that has the word “Transaction Approved” at the top.
 - i. You can email a copy of this receipt to yourself by clicking on the “email another receipt” button in the bottom left hand corner.

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**

The first screenshot shows the Channel Islands CSUCI ePayments homepage. A red arrow points to the 'make payment' button in the top navigation bar. The page layout includes sections for 'Your Account' (Current Balance: \$3,537.00), 'Your Recent Payments', 'Parent PINs', 'Your Bills', and 'Saved Accounts'.

The second screenshot shows the 'Intent to Enroll Payment' page. A red arrow points to the 'Intent to Enroll Payment' button. The page displays the amount \$100.00 and a 'General Balance' section.

The third screenshot shows the 'Add to shopping cart' button. A red arrow points to the 'Add to shopping cart' button. The page displays the amount \$100.00 and a 'Continue Shopping' button.

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