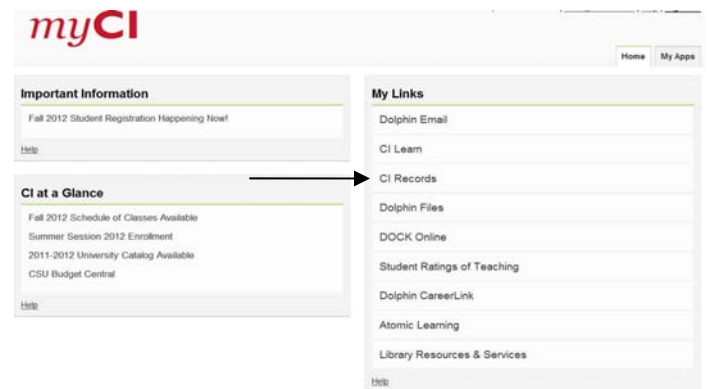# CSU Channel Islands
Online Intent to Enroll Payment
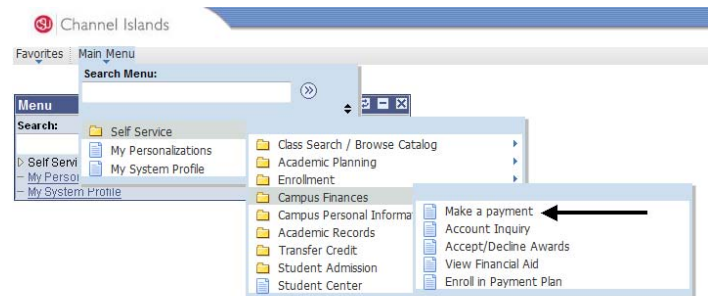
1. Open Internet Explorer and browse to http://mycsuci.edu or connect through www.csuci.edu and click on the myCI icon.

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"
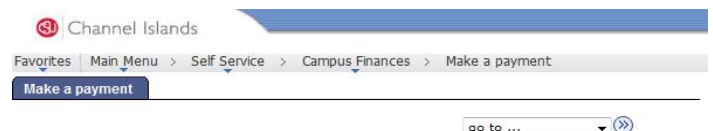
5. This will take you to the "Cashnet" page;

   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*

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

Student Business Services