


Electronic Check Payments:

Making a payment

1. Open Internet Explorer and browse to <http://mycsuci.edu> or connect through www.csuci.edu and click on the  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 email, files, and records will be displayed. Under **My Account** click on “CI Records.” This link will take you to your self-service page.

4. To make a payment:
- Click on “Self Service” menu option.
 - Click on “Campus Finances”
 - Click on “Make a payment”
 - Click on “Login to CashNet”

The screenshots illustrate the following steps:

- Step 1:** The myCI Sign In page. A red box highlights the "Forgot Password" link.
- Step 2:** The My Account page. A red box highlights the "CI Records" link.
- Step 3:** The Oracle Self Service menu. A red box highlights the "Campus Finances" category, and a yellow box highlights the "Make a payment" option.
- Step 4:** The "Make a payment" page. A red box highlights the "Login to CashNet" button.

If you need assistance making an electronic check payment, contact a University Cashier at (805) 437-8810 or come into the Cashier's office located on the 1st floor of Sage Hall.

You have now entered the CashNet website:

Check Payments:

There is NO fee associated with this payment option.

5. Click on the link that says “click here to pay by electronic check”
 - a. click “general balance”
 - b. specify how much you want to pay
 - c. click on the “add to shopping cart” button
 - d. click on the “checkout” button
 - e. Fill in the requested information to process your check 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.)
 - f. 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.
 - g. Once your payment has been processed successfully, you will see a page that has the word “Transaction Approved” at the top.
 - h. You can email a copy of this receipt to yourself by clicking on the “email another receipt” button in the bottom left hand corner.

***Note:** There is no “back” option to go to the prior screen. If you want to access a different part of CashNet you must use the red toolbar at the top of the page. Just click on the option you want.

***CAUTION:** The system will allow you to pay less than the full amount of fees owed, but failure to pay all registration fees by the deadline will result in you being dropped from your classes.

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**

your account : view bills : **make payment** : Shopping Cart : sign out

CSUCI eCheck Payments

Your Account [View All](#)

Current Balance \$238.00

(Zero or credit balances are not displayed)

[Click here to pay by electronic check.](#)
[Click here to pay by credit card.](#)

The last payment received was for \$250.00 on 10/11/2007.

Your Recent Payments [View All](#)

10/11/2007	\$250.00	View
10/11/2007	\$400.00	View
09/19/2007	\$1,000.00	View

eRefund

[EREFUNDS SIGN UP & PROCESSING](#)

your account : view bills : **make payment** : Shopping Cart (1 item, \$0.00) : sign out

CSUCI eCheck Payments

Please enter your bank account information and click on the "Continue Checkout" button.

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH".

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Account Number

Confirm Account Number

Account Type Checking Savings

Routing Transit Number [What are my Routing Transit and Account Numbers?](#)

Account Holder Name

Email Address

(Optional) Please provide a name for this payment method to be saved for future use :

ec "My Credit Card" or "Checking"

(You'll have a chance to review this order before it's final)

Continue Checkout

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