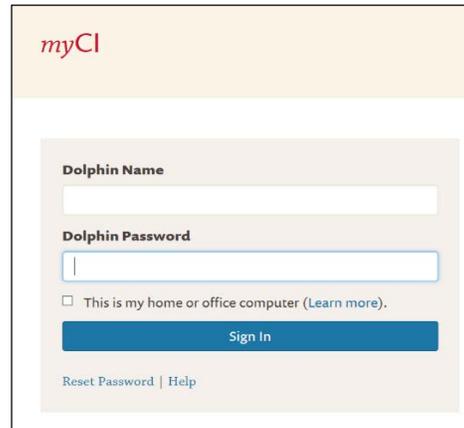


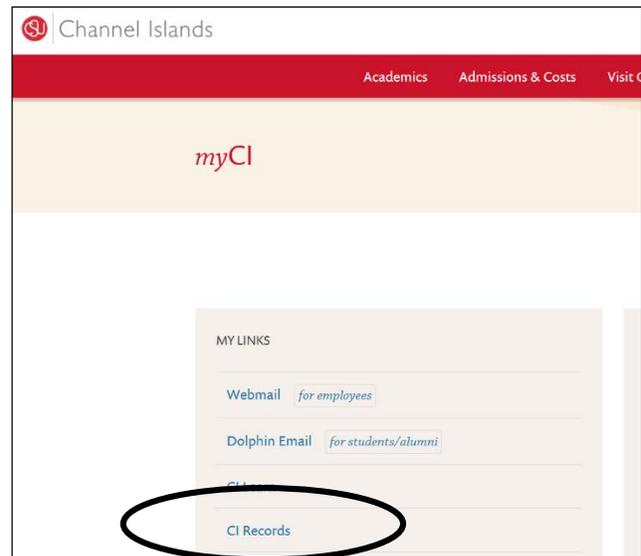
## Online Credit/Debit Card Payments:

### Login:

1. Log on to <https://myci.csuci.edu> or connect through [www.csuci.edu](http://www.csuci.edu) and click on the **MyCI** icon.
2. Sign in using your User ID and password. If you forget your password, click “Forgot Password” and follow the instructions.

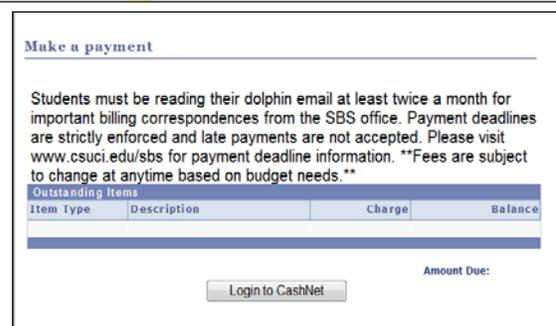
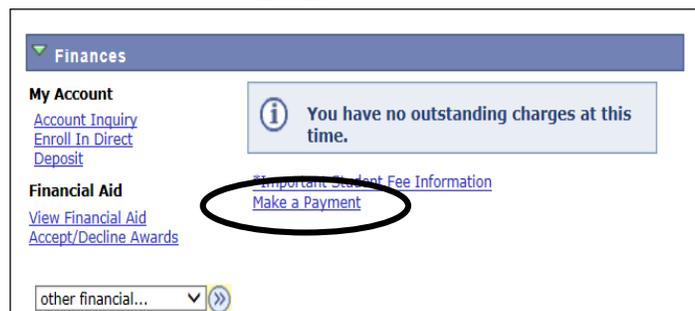


3. After entering your MyCI, click on “CI Records” under “My Links”. This link will take you to your self-service page.
4. Click on “Make Payment” menu option in the finances section.
5. Click on “Login to CashNet”



CashNet: *There is a 2.75% convenience fee, for every credit/debit card transaction.*

1. Click on Link that says “Make Payment” on the top menu bar
2. Click “General Balance”
3. Specify how much you want to pay  
**\*Caution:** Failure to pay the balance by the published due may result in disenrollment.
4. Click on “Add to Shopping Cart”
5. Click on “Checkout”



6. Click the bubble next to “Enter New Credit Card Information” You must check off the box to accept the convenience fee to move forward with your payment.

7. You must check off the box to accept the convenience fee to move forward with your payment. Click “Continue Checkout”

8. Fill in all required card information

9. Make sure to click “Submit Payment”

10. Once your payment has been processed successfully, you will see a page titled “Transaction Approved”. A receipt will be sent to your MyCI student email account.

11. If you would like a receipt forwarded to a secondary email account, click “Email Another Receipt”.

12. Click on “Your Account” in the red toolbar at the top of the page to review payments made or complete another payment.

13. For your own protection, always remember to log out and close the browser.

If you need further assistance, you may email us at [sbs@csuci.edu](mailto:sbs@csuci.edu), call us at 805.437.8810 or visit us in Sage Hall.

The screenshot shows the top navigation bar of the CSUCI ePayments website. The 'make payment' link is circled in red. Below the navigation bar, there is a section titled 'Spring 2015 Registration Payment Deadlines' with a table of dates and deadlines. Below that, there are sections for 'Your Account', 'Your Bills', and 'Your Recent Payments'. The 'Your Account' section shows a current balance of \$0.00. The 'Your Bills' section shows 'There are no bills for you to view at this time.' The 'Your Recent Payments' section shows 'You have no recent payments.'

The screenshot shows the CSUCI ePayments website with the 'General Balance' link circled in red. The page displays the same navigation bar and introductory text as the previous screenshot. Below the introductory text, there is a red message that says 'Your account does not currently have any outstanding charges.'

The screenshot shows the CSUCI ePayments website with the 'Amount' input field circled in red. The page displays the same navigation bar and introductory text. Below the introductory text, there is a 'HOME' link and a 'General Balance' section with an 'Amount' input field. Below the input field, there is a button labeled 'Add to shopping cart.'

The screenshot shows the CSUCI ePayments website with the 'Enter new credit card information' radio button circled in red. The page displays the same navigation bar and introductory text. Below the introductory text, there is a 'Select Method of Payment' section with two radio buttons: 'Enter new credit card information' and 'Enter new electronic check information.' Below the radio buttons, there is a 'Continue Checkout' button.