1. Login to myCI Portal.
   - Dolphin Name and Password are case sensitive
   - If you forgot your password, click on “Forgot Password.”

2. Locate and click on the ‘CI Records’ tile.
3. In your Student Center go to the Finances section select ‘Make a Payment’.

4. Click on the ‘Login to CASHNet’ button.
5. Select the ‘My Account’ link in the margin.

6. Select the ‘Send a payer invitation’ link.
7. Enter ‘Payer Information’, confirm email address, and accept terms and conditions.

8. Select ‘Send Invitation’ to complete request.