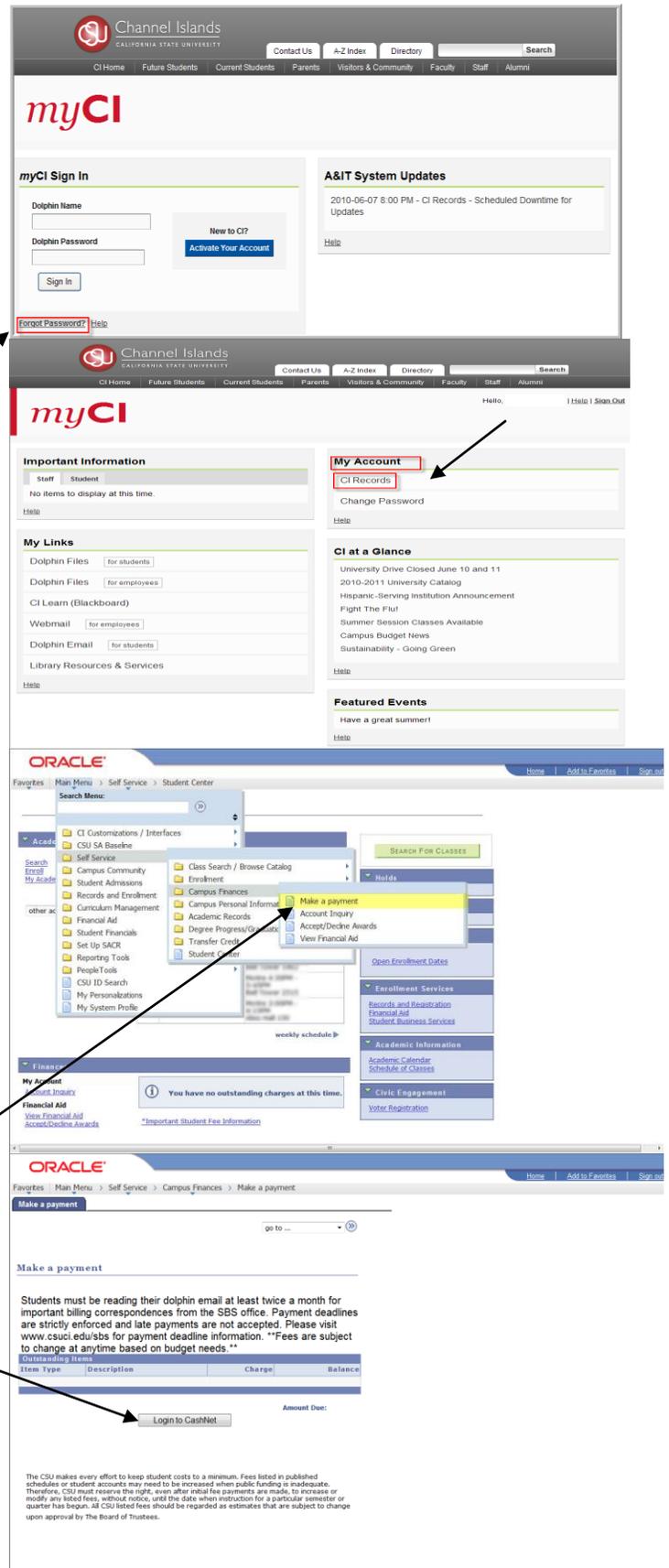


Electronic Check Payments:

Making a payment

1. Open Internet Explorer and browse to <http://myci.csuci.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.



The image displays three screenshots of the myCI and Oracle systems. The top screenshot shows the myCI Sign In page with fields for Dolphin Name and Dolphin Password, and a "Forgot Password?" link. The middle screenshot shows the myCI dashboard with the "My Account" section highlighted, and the "CI Records" link under "My Account" highlighted. The bottom screenshot shows the Oracle Self Service Student Center with the "Make a payment" option highlighted in the Campus Finances menu. Below this, the "Make a payment" page is shown, featuring a table of outstanding items and a "Login to CashNet" button.

Item Type	Description	Charge	Balance

Amount Due: []

Login to CashNet

4. To 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"

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:

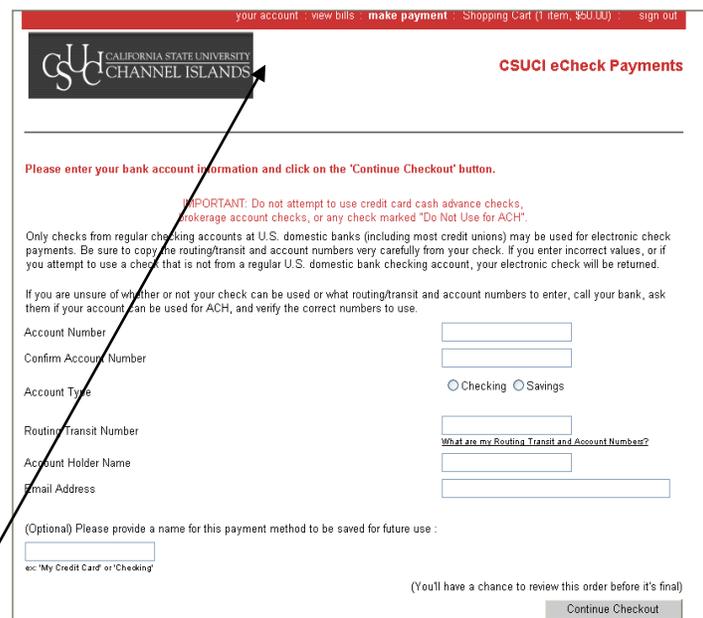
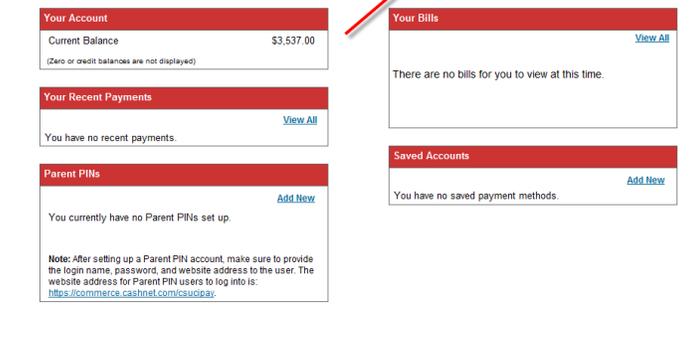
There is NO fee associated with this payment option.

5. Click on the link that says “make a payment”
 - 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**



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