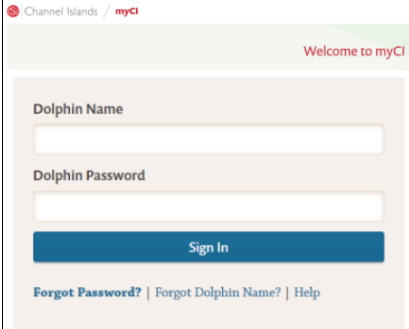
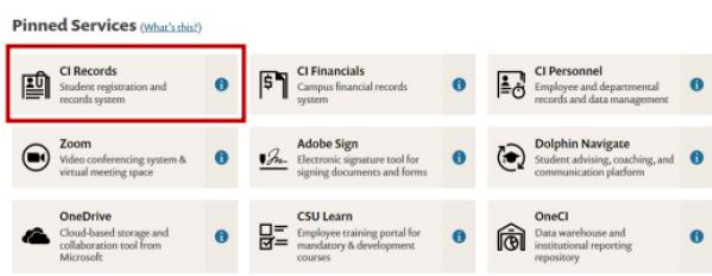
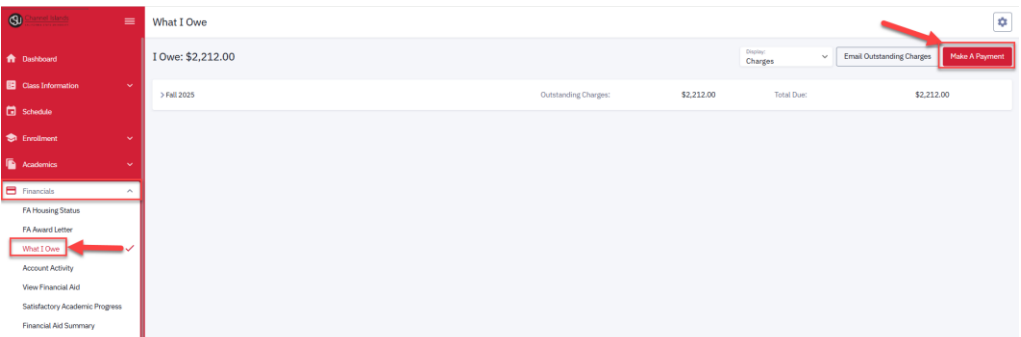


How to Create a Parent PIN

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. You will be routed to your Student Dashboard.	
3. From the left-hand menu, go to the 'Financial' section and click on 'What I Owe'. 4. Select 'Make a Payment'.	

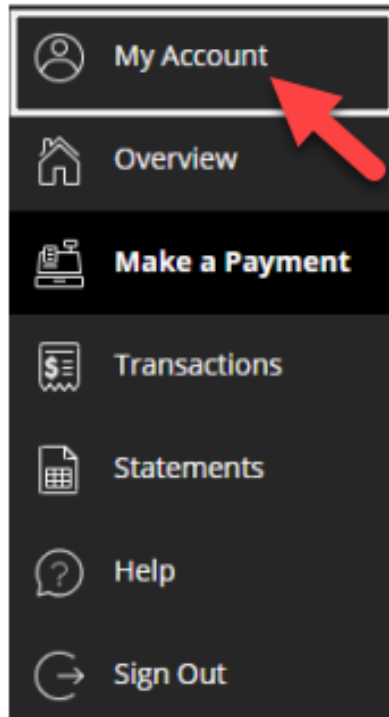
Student Business Services

Marin Hall – First Floor

Phone: (805) 437-8810

Email: sbs@csuci.edu

5. Select the **'My Account'** link in the margin.



6. Select the **'Send a payer invitation'** link.

Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

[+ Send a payer invitation](#)

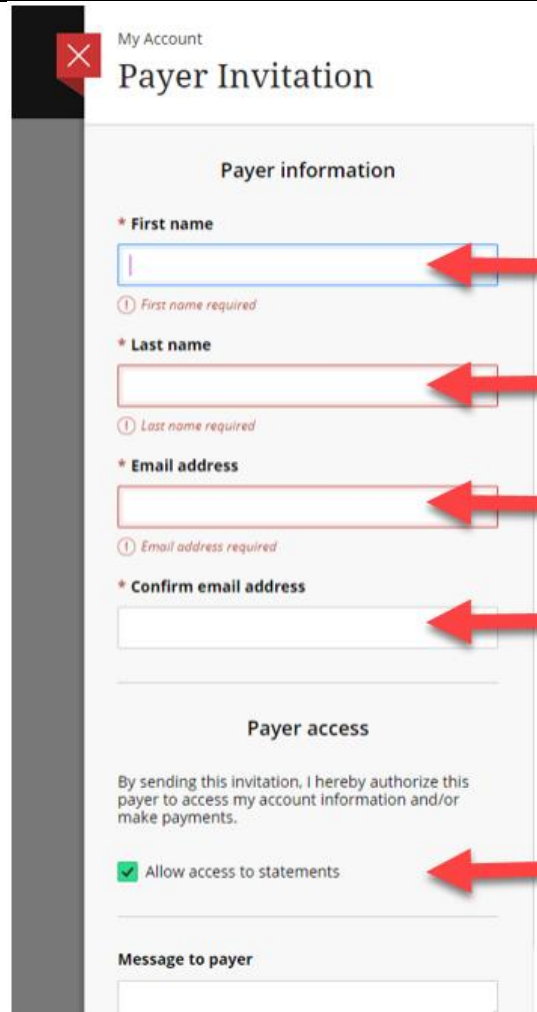
Privacy & terms

Use of personal information

[View](#)

Student Business Services
Marin Hall – First Floor
Phone: (805) 437-8810
Email: sbs@csuci.edu

7. Enter '**Payer Information**'.
8. Confirm email address, and accept terms and conditions.



My Account

Payer Invitation

Payer information

* First name

① First name required

* Last name

① Last name required

* Email address

① Email address required

* Confirm email address

Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

☒ Allow access to statements

Message to payer

9. Select '**Send Invitation**' to complete the request.

Select '**Send Invitation**' to complete request.



Cancel Send invitation