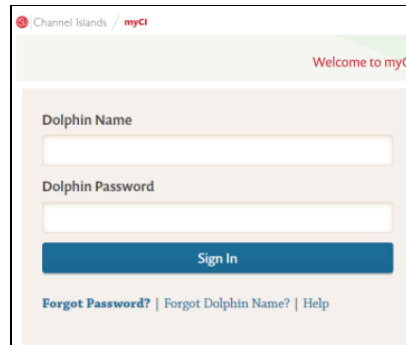


Pay Online through myCI

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 **'Financials'** section and click on **'What I Owe'**.



Channel Islands / myCI

Welcome to myCI

Dolphin Name

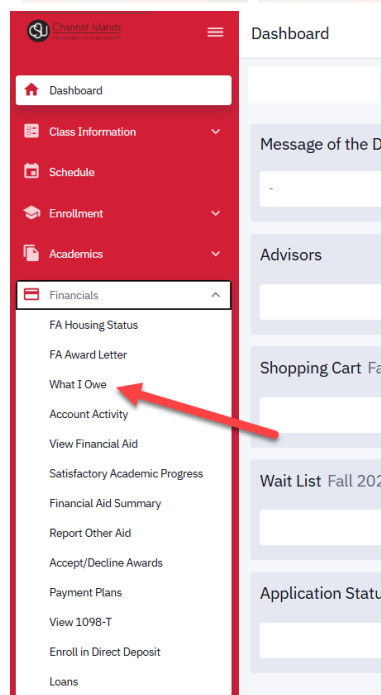
Dolphin Password

Sign In

[Forgot Password?](#) | [Forgot Dolphin Name?](#) | [Help](#)

Pinned Services *(What's this?)*

 CI Records Student registration and records system	 CI Financials Campus financial records system	 CI Personnel Employee and departmental records and data management
 Zoom Video conferencing system & virtual meeting space	 Adobe Sign Electronic signature tool for signing documents and forms	 Dolphin Navigate Student advising, coaching, and communication platform
 OneDrive Cloud-based storage and collaboration tool from Microsoft	 CSU Learn Employee training portal for mandatory & development courses	 OneCI Data warehouse and institutional reporting repository



Channel Islands California State University

Dashboard

Message of the Day

Advisors

Shopping Cart

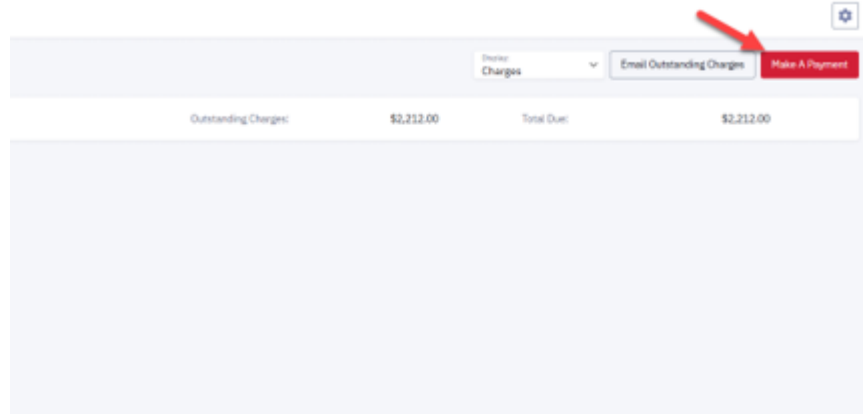
Wait List Fall 2025

Application Status

Financials

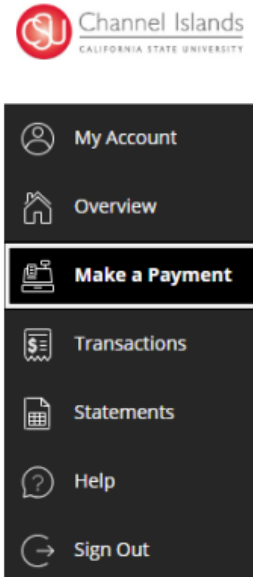
- FA Housing Status
- FA Award Letter
- What I Owe**
- Account Activity
- View Financial Aid
- Satisfactory Academic Progress
- Financial Aid Summary
- Report Other Aid
- Accept/Decline Awards
- Payment Plans
- View 1098-T
- Enroll in Direct Deposit
- Loans

4. Select **'Make a Payment'**.



The screenshot shows the top navigation bar of the portal. A red arrow points to the 'Make a Payment' button, which is highlighted in red. Other buttons visible are 'Email Outstanding Charges' and 'Charges' (with a dropdown arrow). Below the navigation bar, a summary row shows 'Outstanding Charges: \$2,212.00' and 'Total Due: \$2,212.00'.

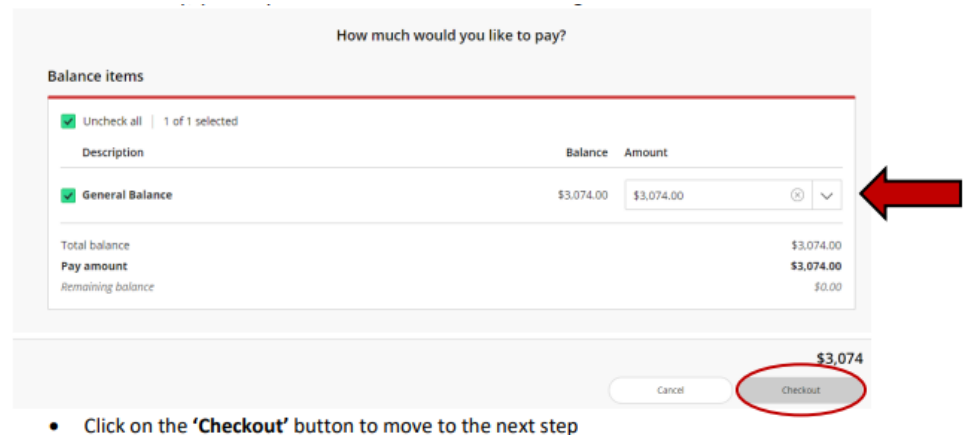
5. Select **'Make a Payment'** link in the margin.



The screenshot shows the left margin of the portal. The 'Make a Payment' link is highlighted with a white border and a dark background. Other links in the margin include 'My Account', 'Overview', 'Transactions', 'Statements', 'Help', and 'Sign Out'.

6. Select the **'General Balance'** option.

- If necessary, you may click in the **'Amount'** box to modify the amount.



The screenshot shows the 'How much would you like to pay?' screen. A table titled 'Balance items' lists the following items:

Description	Balance	Amount
☒ General Balance	\$3,074.00	\$3,074.00
Total balance		\$3,074.00
Pay amount		\$3,074.00
Remaining balance		\$0.00

A red arrow points to the 'Amount' box for the 'General Balance' item. At the bottom right, the 'Checkout' button is highlighted with a red circle and a red arrow. The total amount to be paid, \$3,074, is displayed next to the 'Checkout' button.

- Click on the **'Checkout'** button to move to the next step

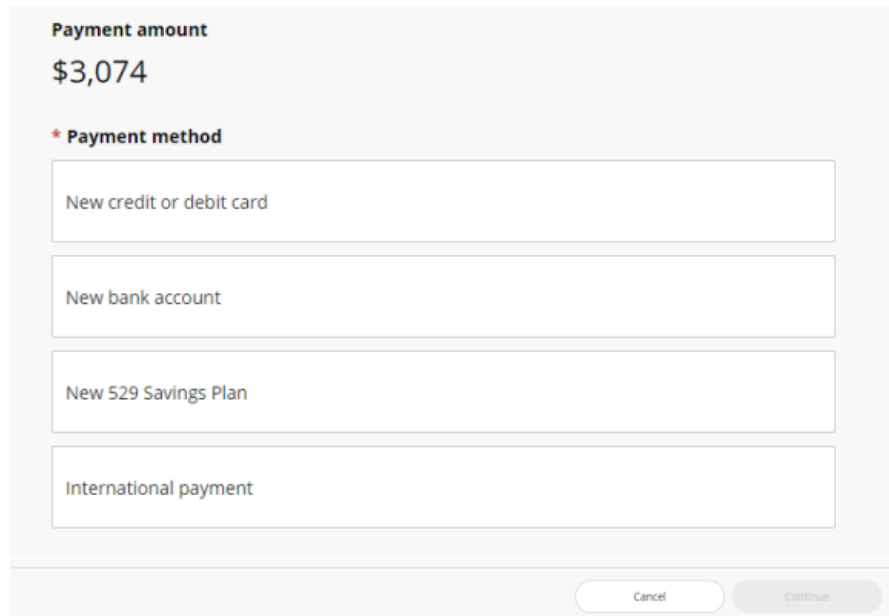
Student Business Services

Marin Hall – First Floor

Phone: (805) 437-8810

Email: sbs@csuci.edu

7. Select a payment method.



Payment amount
\$3,074

* Payment method

New credit or debit card

New bank account

New 529 Savings Plan

International payment

Cancel Continue

- New Credit Card or Debit Card: the credit card processor Transact Campus SmartPay charges a 2.65% service fee to the card holder.
- New Bank Account: avoid a service fee.
- New 529 Savings Plan: 529 Savings Plan processor charges a \$10 service fee, and your 529 vendor may also assess a service fee.
- International Payments: offers competitive price through Convera Global Pay.

8. Click on the link of your preferred payment method for detailed instructions.

- [New Credit or Debit Card](#)
- [New Bank Account](#)
- [New 529 Savings Plan](#)
- [International Payment](#)