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 ‘Make a Payment’ link in the margin.

   - If necessary, you may click in the ‘Amount’ box to change the amount
   - Click on the ‘Checkout’ button to move to the next step
7. Select the ‘International payment’ payment method.

- Click on the ‘Continue’ button to move to the next step
8. International Payment are processed by Convera.
   - You will be redirected to the Convera website

   ![](image)

   - Click on the continue button to get redirected to the Convera Website

9. Select the Country of Origin under “Paying fee from” drop down menu.

   ![](image)

   - Click on the ‘Get a quote’ button to continue
10. Select your preferred currency payment method under “Choose a way to pay.”
11. Complete the Student/Payer Details section (Student/Payer ID = Dolphin ID #)

- Click on the **Next** button to continue.
12. Complete all sections under “Payer Details.”
- Agree to the terms and conditions
- Click on the ‘**Proceed to payment**’ button to continue.
13. View and Print the Instructions.
14. Using the printed instructions, complete the payment at your bank or through your bank’s online services. Your payment will not be completed until the bank has been instructed to transfer the funds based on instructions provided on the receipt page.

- A payment will not post to the student account until funds have been received by CI.
- The instructions sheet is only valid for 72 hours, even if US fund are being sent.
- Initiate a new wire payment if 72-hour window has expired.
- Do not use the same set of instructions more than once.
15. To receive notification from Convera about the status of your payment, you may submit a mobile number. Payment notifications will begin when Convera receives payment from your bank.