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.

---

**Due dates are strictly enforced. Please visit [www.csuci.edu/sbs](http://www.csuci.edu/sbs) for complete details.**

**You owe 3,074.00.**

**Due Now** 3,074.00

**Future Due** 0.00

**You have a past due balance of 3,074.00.**

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66026 - 66028.6 of the Education Code).
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 **Western Union** (transitioning to **Convera**).
   - You will be redirected to the Western Union (Convera) website
     
     ![Western Union Payment Interface]

     - Click on the continue button to get redirected to the Western Union (Convera) Website

9. Select the Country of Origin under **“Paying fee from”** drop down menu.
   
   ![Convera Payment Interface]

   - 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.

4. Make Payment

- Please print payment instructions and contact your bank or financial institution (online, phone or in-person).
- Please initiate your payment as soon as possible.

Print Instructions

Ensure funds are received by (17:19 pm 14/04/2019) so we can credit funds to your institution on time and in full.

To ensure that your institution receives your funds, the Reference Number EUG422651961 must be included in your payment.

Note: Payments made to our bank account can only be received by bank transfer. Cheque or cash deposits will not be accepted and will not be returned to the sender. Funds received after the (72) hour cut off may be subject to a new rate. Custom House Financial (UK) Limited conducts business under the trading name Western Credit Business Solutions. This bank account is used to receive payments on behalf of your institution.
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 Western Union Business Solution about the status of your payment, you may submit a mobile number. Payment notifications will begin when Western Union receives payment from your bank.