

How to Pay Using Your Bank Account

1. How do I find my Bank Account Information?

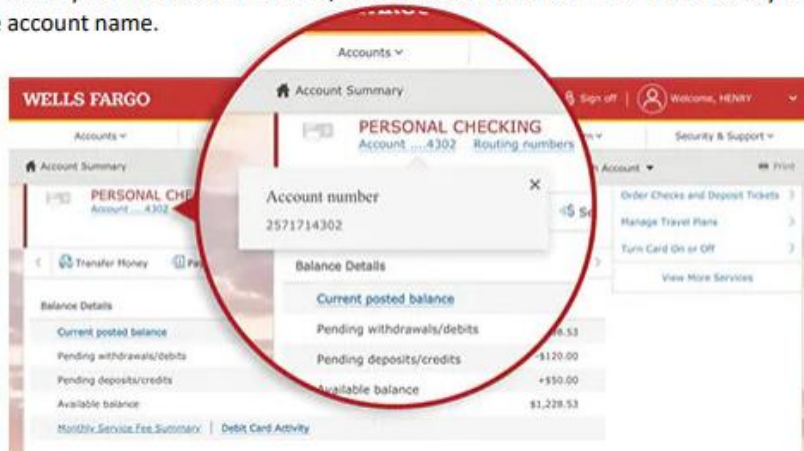
Most major banks have a mobile banking app and website through which customers can access their bank account and routing numbers

- Access your bank website, look for the search window (or magnify glass), and type **'find my account and routing number.'**

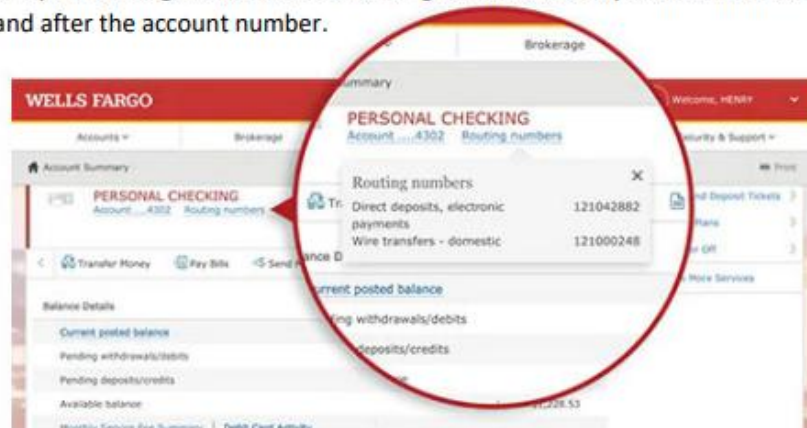


- This example is specific to Wells Fargo Bank customers. **Please use your banks website** to find how to access your banking information.

- To access your full account number, select **Account** and the **4 numbers** directly below the account name.



- To Access your routing number, select Routing numbers directly below the account name and after the account number.



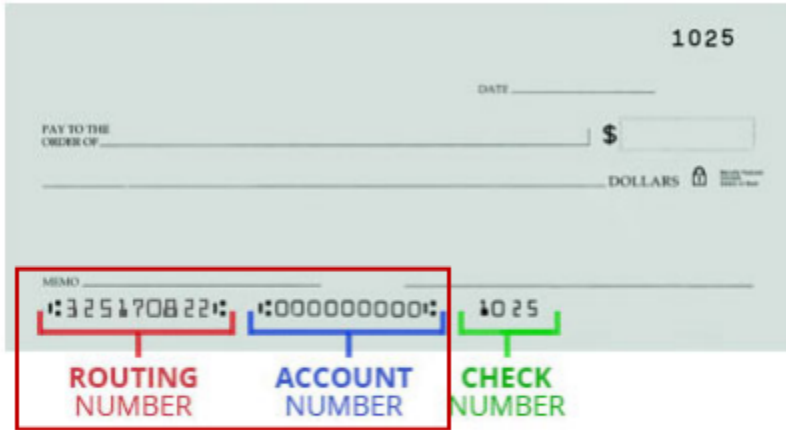
Student Business Services

Marin Hall – First Floor

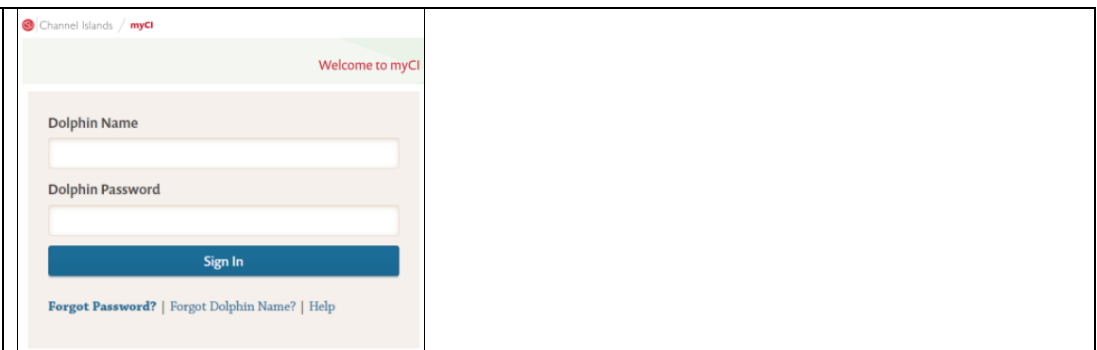
Phone: (805) 437-8810

Email: sbs@csuci.edu

- If you have a paper check the routing and account numbers are printed on the bottom of your check.



- Do not** attempt to use credit card cash advance checks, brokerage account checks, or any other checks marked "Do Not Use for ACH"
- Your ATM/Debit card number is not your checking/savings account number

2. Login to myCI portal. - Dolphin Name and Password are case sensitive. - If you forgot your password, click on 'Forgot Password'.	 The screenshot shows the myCI login portal. It includes a header with 'Channel Islands / myCI' and 'Welcome to myCI'. Below are input fields for 'Dolphin Name' and 'Dolphin Password', a 'Sign In' button, and links for 'Forgot Password?', 'Forgot Dolphin Name?', and 'Help'.
3. Locate and click on 'CI Records' tile. You will be routed to your Student Center page.	 The screenshot shows the 'Pinned Services' section of the myCI portal. It features a grid of service tiles. The 'CI Records' tile, described as 'Student registration and records system', is highlighted with a red border. Other tiles include CI Financials, CI Personnel, Zoom, Adobe Sign, Dolphin Navigate, OneDrive, CSU Learn, and OneCI.

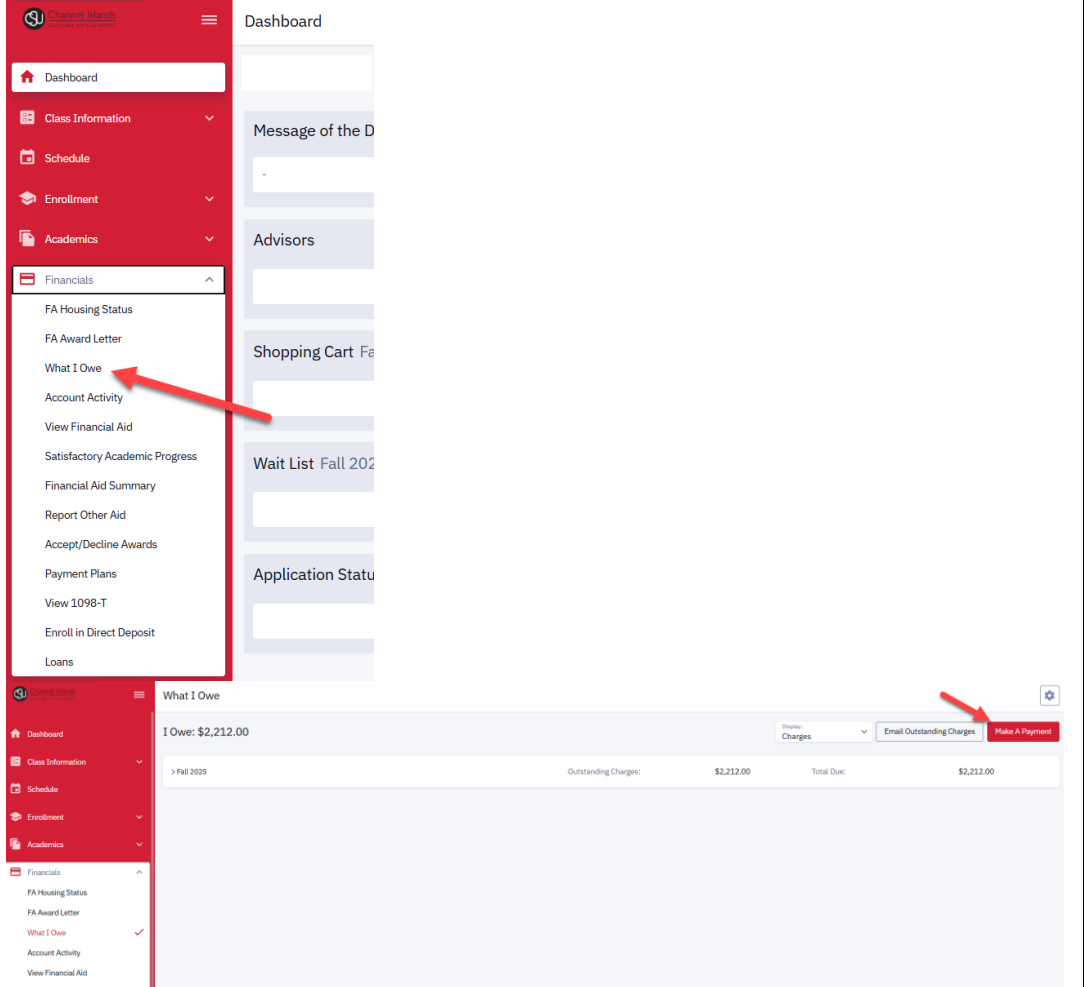
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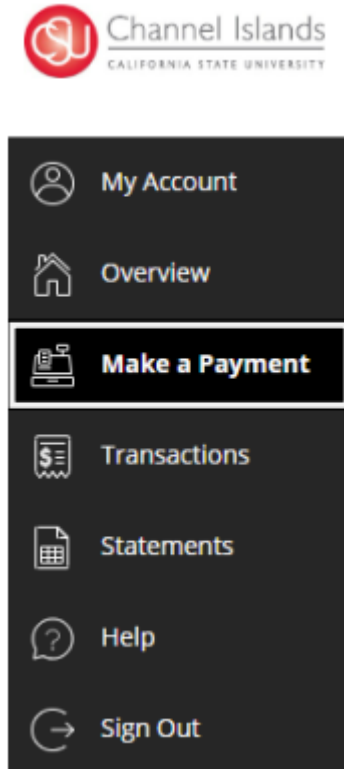
4. In your Student Center go to **'Financials'** and select **'What I Owe'**. Then select the **'Make a Payment'** button.



The screenshot displays the Channel Islands Student Center interface. On the left, a red sidebar menu contains the following items: Dashboard, Class Information, Schedule, Enrollment, Academics, 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, and Loans. A red arrow points to the 'What I Owe' option in the Financials submenu. The main content area shows the 'Dashboard' page with sections for 'Message of the D', 'Advisors', 'Shopping Cart Fa', 'Wait List Fall 202', and 'Application Statu'. Below the sidebar, the 'What I Owe' page is visible, showing a total of \$2,212.00. A table lists the charges for Fall 2025, with 'Outstanding Charges' totaling \$2,212.00 and 'Total Due' also at \$2,212.00. A red arrow points to the 'Make A Payment' button in the top right corner of the 'What I Owe' section.

Term	Outstanding Charges	Total Due
Fall 2025	\$2,212.00	\$2,212.00

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



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

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

How much would you like to pay?

Balance items

☒ Uncheck all | 1 of 1 selected

Description	Balance	Amount
☒ Balance Due	\$2,212.00	\$2,212.00
Total balance		\$2,212.00
Pay amount		\$2,212.00
Remaining balance		\$0.00

Would you like to pay for something else?

Available items

Pay Additional Fees Here
[View details](#)

Cancel **Checkout** \$2,212

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7. Select the 'New Bank Account' payment method. - Avoid paying a service fee when you pay via New Bank Account. - Have your bank routing number and account number ready. - Click on 'Continue' button to move to the next step.	How would you like to pay? Payment amount \$2,212 * Payment method New credit or debit card New bank account  New 529 Savings Plan International payment Cancel Continue
8. Enter the account holder's Name and Banking Information. - Electronic payments are processed the same day they are received by CI. - A \$25 fee will be assessed for funds returned for invalid account numbers or insufficient funds.	Payment amount \$2,212 * Payment method Change New bank account  Please enter your bank account information and click on the 'Continue Checkout' button. Please note, a \$25 fee will be assessed for funds returned for invalid account numbers or NSF. * Account holder name Account holder name required * Account type ☐ Checking ☐ Savings * Routing transit number ⓘ * Bank account number ⓘ * Confirm bank account number ☐ Save bank account for future use Bank account terms and conditions By clicking the "I agree" box below, I authorize California State University, Channel Islands to initiate a single ACH/electronic debit from the bank account indicated in this web form for the noted amount on today's date. I understand that because this is an electronic transaction, these funds may be withdrawn from my account on or after the above-noted transaction date. I understand that in the event I need to revoke this payment I must contact CSU Channel Islands Student Business Office at (805) 437-8810 between 9:00 AM - 4:30 PM PST on the transaction date. ☐ I agree This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply. Cancel Continue

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9. Check to make sure correct information is entered.

- Select **'Pay'**.
- Payment confirmation will be sent to the email address provided.

Step 3 of 3: Review

Last step! Let's make sure we have your correct information.

* Email address
ekho.dolphin515@csuci.edu

Summary [Change](#)

Balance Due	
Balance	\$2,212.00
Total	\$2,212.00

Payment details [Change](#)

Account holder name	Ekho Dolphin
Account type	Checking
Routing transit number	072403004
Bank account number	*****6667
Bank	ISABELLA BANK, MOUNT PLEASANT, MI

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Cancel **Pay \$2,212**