Student Business Services

How to Pay Using Your Bank Account

Enrollment Center – Sage Hall
Phone: (805) 437-8810
Email: sbs@csuci.edu

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
     i. Access your bank website, look for the search window (or magnify glass), and type ‘find my account and routing number.’

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

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

2. To Access your routing number, select Routing numbers directly below the account name and after the account number.
• 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”
3. Locate and click on the ‘CI Records’ tile.

4. In your Student Center go to the Finances section select ‘Make a Payment’.
5. Click on the ‘Login to CASHNet’ button.

Make a payment

Due dates are strictly enforced. Please visit www.csuci.edu/sbs for complete details. **Fees are subject to change at anytime based on budget needs.**

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).

6. Select the ‘Make a Payment’ link in the margin.
7. Select the ‘Balance Due’ option.
   - If necessary, you may click in the ‘Amount’ box to modify the amount

   ![Balance Due Payment Screen]

   - Click on the ‘Checkout’ button to move to the next step

   - Avoid paying a service fee when you pay via New Bank Account
   - Have your bank routing number and account number ready

   ![New Bank Account Payment Screen]

   - Click on the ‘Continue’ button to move to the next step
9. Enter the account holder’s **Name and Banking Information**.
   - Electronic payments are processed the same day they are received by the CI
   - A $25 fee will be assessed for funds returned for invalid account numbers or insufficient funds

   - **Payment amount**
     - $3,074

   - **Payment method**
     - New bank account

   - **Important:** Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.

   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 type**
     - □ Checking
     - □ Savings
   - **Routing transit number**
   - **Bank account number**
   - **Confirm bank account number**

   - Save bank account for future use

   - **Click on the ‘Continue’ button to move to the next step**
10. Check to make sure correct information was entered.
   - Payment confirmation will be sent to the email address provided

   - Click on the ‘Pay’ button to complete the transaction