529 College Savings Plan Payments:

Making a payment

1. Open internet browser and browse to http://mysuci.edu or connect through www.csuci.edu and click on the myCI icon.

2. On the sign-in page, enter your User ID and password to log in. Both are case sensitive. If you forgot your password click “Forgot Password.”

3. After you have logged into your myCI, a webpage containing your email, files, and records will be displayed. Under My Account click on “CI Records.” This link will take you to your self-service page.

4. To make a payment:
   a. Click on “Self Service” menu option.
   b. Click on “Campus Finances”
   c. Click on “Make a payment”
   d. Click on “Login to CashNet”

You have now entered the CashNet website:
3. Select the item(s) for purchase, enter the amount, and click **Continue**.

4. In the Select Method of Payment screen, click **New 529 Savings Plan**.

5. From the dropdown menu, select your 529 savings plan.

6. Provide the 529 account number and agree to the 529 terms.
7. In the 529 Savings Plan modal window that loads, enter your username and password, and click Log On.

8. Review the amount available in the plan and authorize the payment by clicking I Authorize.
The modal window closes, and Transact Payments displays a message about the service fee.

9. Click **Continue** to accept the service fee and make the payment.

If the payment is authorized, a confirmation message displays, showing your remaining balance.