Student Business Services

How to Pay Using Your 529 College Savings Plan

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

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 modify the amount
   - Click on the ‘Checkout’ button to move to the next step
7. Select the ‘New 529 Savings Plan’ payment method.

- Click on the ‘Continue’ button to move to the next step
8. Select your 529 saving plan name and enter your 529 saving plan account number.

- Many 529 Savings Plans can be used to make payments on this website, but not all 529 vendors and/or plans are currently supported.

```plaintext
Payment amount
$3,074

* Payment method
New 529 Savings Plan

Many 529 savings plans can be used to make payments on this website but not all 529 vendors and/or plans are currently supported. Your 529 vendor may also assess a service fee.

* 529 savings plan name
Select...

* 529 savings plan account number

11 characters

529 service fee

$10.00

This fee will be deducted from your 529 plan account in addition to the requested withdrawal amount

☐ Save 529 savings plan for future use
```
Read, understand, and agree to the terms and conditions.

Click on the ‘Continue’ button to connect to the 529 savings plan website.
9. Log into the 529 Savings Plan account.

- Click on the ‘Log On’ button to continue

10. Complete the linking of your 529 Account.

- Click on the ‘I Authorize’ button to continue.
11. The 529 Savings Plan processor charges a $10 service fee. Your 529 vendor may also assess a service fee.

- If you agree to pay the fee, click on the continue button to complete the transaction.