


# 529 College Savings Plan Payments:

## Making a payment

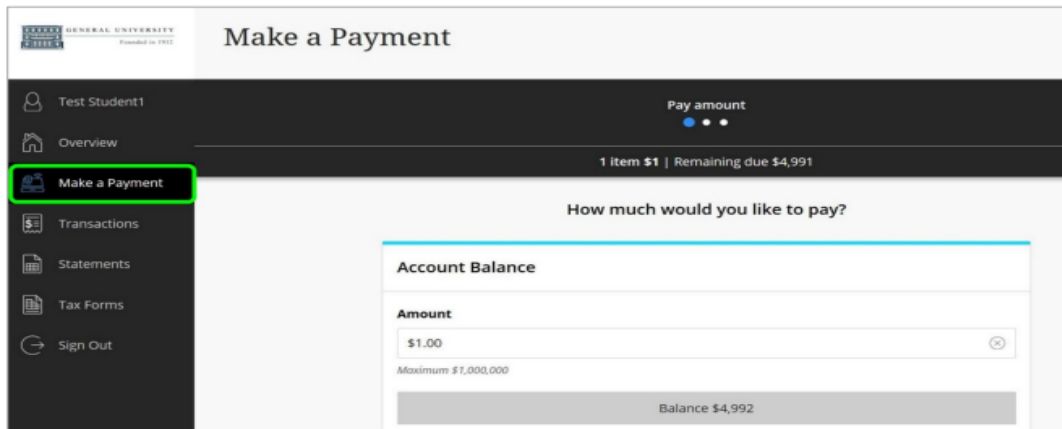
1. Open internet browser and browse to <http://mysuci.edu> or connect through [www.csuci.edu](http://www.csuci.edu) and click on the  icon.
2. On the sign-in page, enter your User ID and password to log in. Both are case sensitive. If you forgot your password click "Forgot Password."
3. After you have 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"



The image shows two screenshots of the myCI website. The top screenshot is the sign-in page with fields for 'Dolphin Name' and 'Dolphin Password', and buttons for 'New to CI?', 'Activate Your Account', and 'Sign In'. A red box highlights the 'Forgot Password?' link. The bottom screenshot shows the 'My Account' section with a red box around 'CI Records'. Below that, a navigation menu is shown with 'Self Service' selected, and a sub-menu with 'Campus Finances' selected, and a further sub-menu with 'Make a payment' selected. A red box highlights the 'Make a payment' link. The bottom screenshot also shows the 'Make a payment' page with a 'Login to CashNet' button highlighted by a red box.

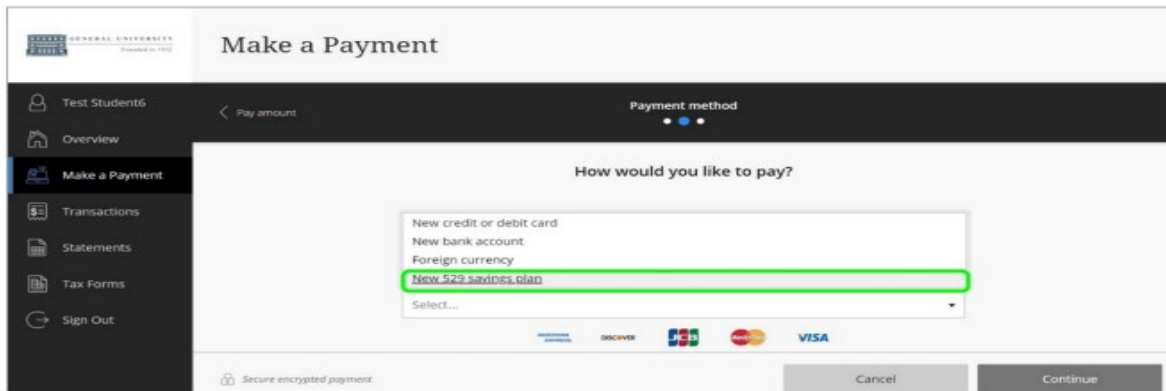
You have now entered the CashNet website:

Figure 1: Make Payment Link in SAO



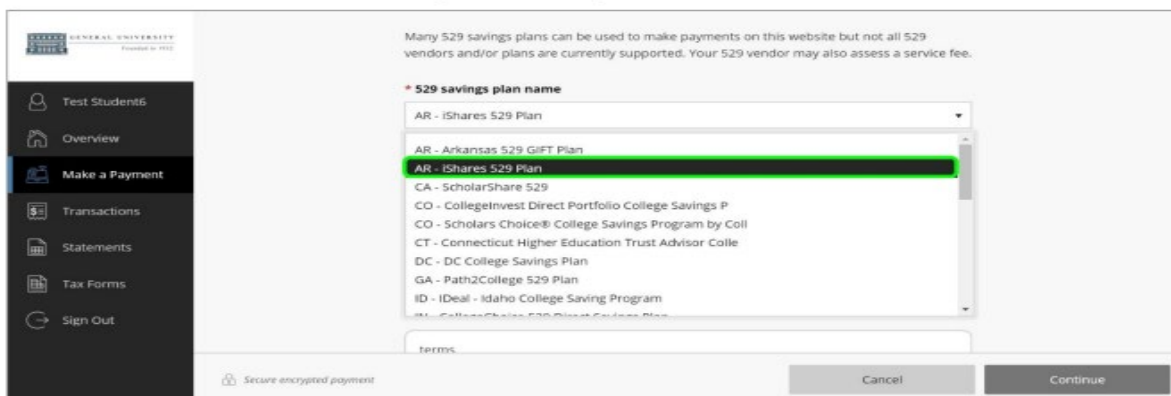
3. Select the item(s) for purchase, enter the amount, and click **Continue**.
4. In the Select Method of Payment screen, click **New 529 Savings Plan**.

Figure 2: New 529 Savings Plan Payment Method



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

Figure 3: Selecting 529 Plan Name



6. Provide the 529 account number and agree to the 529 terms.

**Figure 4: Entering 529 Information**

The screenshot shows a web interface for General University. On the left is a dark sidebar with navigation options: Test Student6, Overview, Make a Payment (highlighted), Transactions, Statements, Tax Forms, and Sign Out. The main content area is titled "529 savings plan name" and contains a dropdown menu with "AR - iShares 529 Plan" selected. Below this is a field for "529 savings plan account number" with a "71 digits" requirement. A "529 service fee" section shows "\$10.00" and a note: "This fee will be deducted from your 529 plan account in addition to the requested withdrawal amount". There is a "529 savings plan terms and conditions" section with a text input field containing "terms" and a checked checkbox for "I have read and agree to the 529 savings plan terms and conditions." At the bottom, there is a "Secure encrypted payment" indicator, a "Cancel" button, and a "Continue" button.

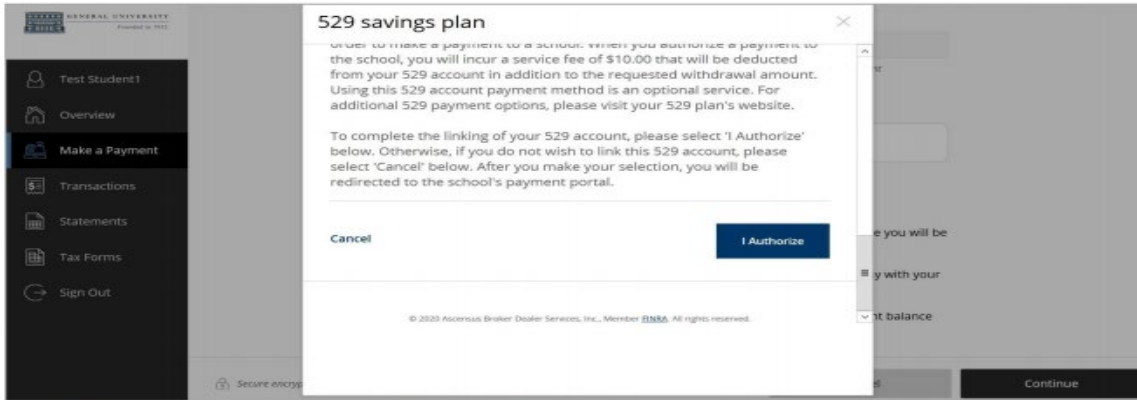
7. In the 529 Savings Plan modal window that loads, enter your username and password, and click **Log On**.

**Figure 5: Logging In to 529 Plan**

The screenshot shows a modal window titled "529 savings plan" overlaid on the same web interface as Figure 4. The modal contains a "Passphrase" field with the text "money", a "Username" field with "Test123", and a "Password" field with "\*\*\*\*\*". There is a "Forgot password?" link below the password field. A blue "Log On" button is positioned at the bottom right of the modal. At the bottom of the modal, there is a footer with links for "Important Legal Info", "Business Continuity Plan", and "Privacy Policy", followed by a copyright notice: "© 2020 BlackRock, Inc. BLACKROCK and iSHARES are registered trademarks of BlackRock, Inc., or its subsidiaries. All other marks are the property of their respective owners. Used with permission. BlackRock Investments, LLC, Member FINRA". The background shows the "Continue" button from the previous screen.

8. Review the amount available in the plan and authorize the payment by clicking **I Authorize**.

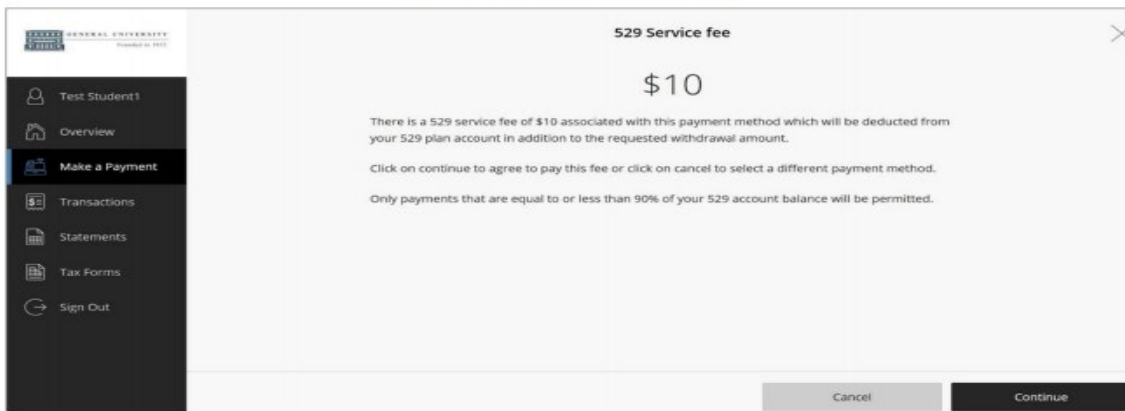
Figure 6: 529 Savings Plan Authorization



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.

Figure 7: 529 Service Fee Message



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

Figure 8: 529 Payment Confirmation

