Online Tuition Installment Payment Plan (TIPP):

1. Open Internet Explorer and browse to http://my.csuci.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 Dolphin Email, Dolphin Files, and CI Records will be displayed. Under Services click on “CI Records”. This will take you to your self service page.

4. Locating “Enroll in Payment Plan”:
   a. Click on “Main Menu” option.
   b. Click on “Self service” option.
   c. Click on “Campus Finances” option.
   d. Click on “Enroll in Payment Plan”.

5. This will take you to the “Enroll in Payment Plan” page; from there you have the option to select a Payment Plan.
   a. Please select the payment plan
   b. Go to the link specified and read the terms and conditions. Then click “Next”.
   c. Please Note that you will only be able to select a payment plan if you are eligible.
6. The “Review Installments” page allows you to review the amount due for each installment due date. Once you have reviewed the installments, select “Next” to continue.

7. The “Agreement” section allows you to review the payment plan installments one more time.
   a. Once you have reviewed the payment plan and agree to the agreement, check the “Yes, I have read the agreement” box. Then click “Enroll”.
   b. Please go to http://www.csuci.edu/sbs/ to read the Terms & Conditions you are agreeing to by enrolling into this Payment Plan.

8. Please print out the “Results” page as a reference to your Payment Plan.
   a. From this page you have the option to Enroll in Another Payment Plan or review your account.