On-Line Payments:

Making a payment

1. Open internet browser and browse to http://mycsuci.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:

If you need assistance making an online payment, please use the Help menu on the bottom right of the page or contact the University Cashier’s Office at (805) 437-8810 or by email at scs@csuci.edu.
Online Payment:

5. Click on the link that says “Make a Payment”

6. Specify how much you would like to pay
7. Click "Continue"

*CAUTION:* The system will allow you to pay less than the full amount of fees owed, but failure to pay all registration fees by the deadline will result in you being dropped from your classes.

8. Select your payment method
   - "New credit or debit card" or
   - "New bank account" for ACH/eCheck or
   - "Foreign currency" for wire
New credit or debt card:

- Select "New credit or debt card" as your payment method
- Enter your credit card number
- Enter the expiration date
- Enter the security code
- Enter your billing zip code
- Click "Continue"

- Accept the terms and conditions including the non-refundable service charge
- Click "Continue"

- Verify email address
- Verify payment amount
- Verify payment details
- Click "Pay"
- You will receive a payment confirmation

For your own security, always remember to log out of CashNet when you are done using the system.
New bank account:

- Select "New Bank Account" as your payment method
- Add "Account holder name"
- Select "Checking" or "Savings"
- Add "Routing transit number"
- Add "Bank account number"
- Confirm "Bank account number"
- **OPTIONAL:** Select "Save bank account for future use"
- Agree to terms and conditions
- Click Continue

- Confirm email address
- Confirm payment amount
- Confirm payment details
- Click "Pay"
- You will receive a payment confirmation

For your own security, always remember to log out of CashNet when you are done using the system.
Foreign Currency:

- Select "Foreign Currency" as your payment method
- **NOTE**: wire transfers are processed by Western Union and you will complete your transaction from the Western Union website
- Click "Continue" to proceed to Western Union's website

- Select your country and amount to be paid

- Select payment method
• Provide Student/Payer Details

• Provide payer’s details

• Print payment instructions and contact your bank or financial institution as soon as possible with the instructions

• You will remain at the Western Union website until you close the browse