On-Line Credit card 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 a electronic credit card 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 sbs@csuci.edu.
Credit card payments: There is 2.75% convenience fee, each time you make a credit card payment on-line.  

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

6. Specify how much you want 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 "New credit or debt card" as your payment method
9. Enter your credit card number
10. Enter the expiration date
11. Enter the security code
12. Enter your billing zip code
13. Click "Continue"
14. Accept the terms and conditions including the non-refundable service charge
15. Click "Continue"

16. Verify email address
17. Verify payment amount
18. Verify payment details
19. Click "Pay"
20. You will receive a payment confirmation

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