


On-Line Credit card Payments:

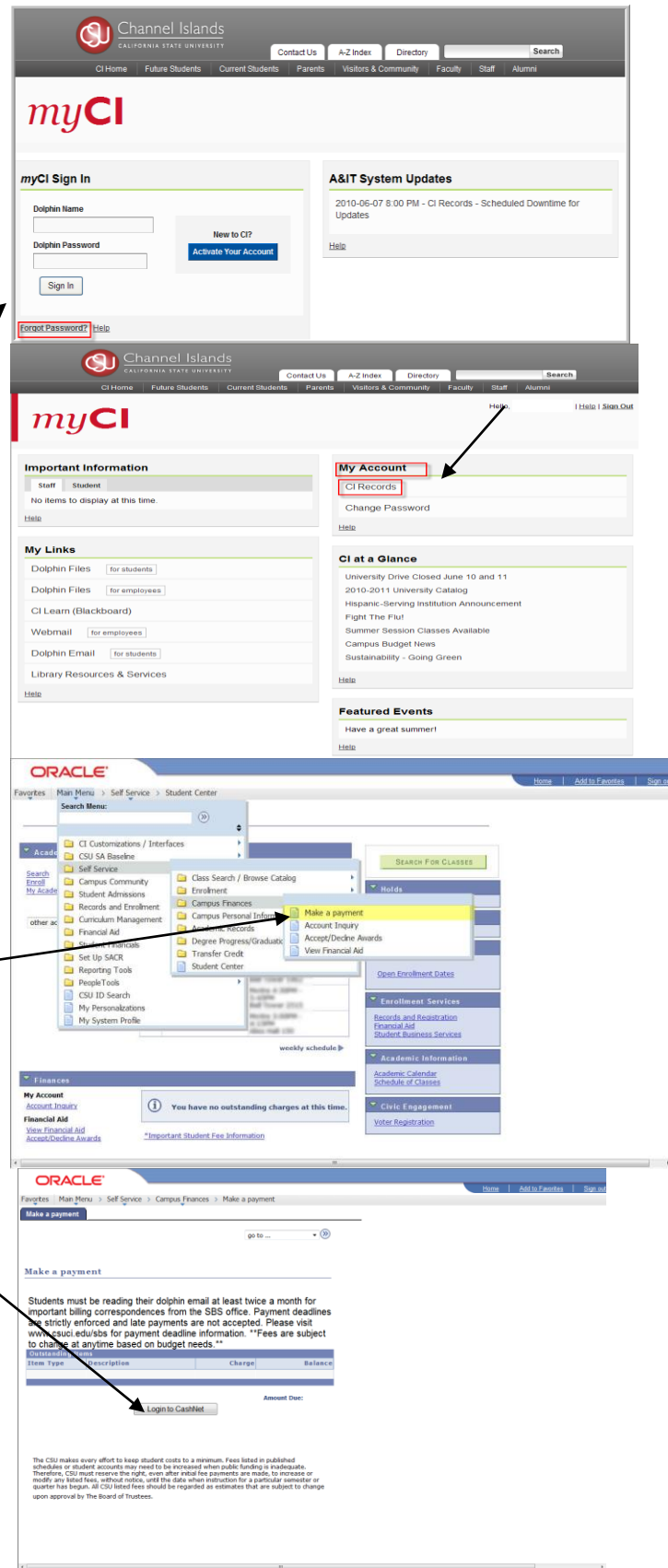
Making a payment

1. Open Internet Explorer and browse to <http://mycsuci.edu> or connect through 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:
- Click on “Self Service” menu option.
 - Click on “Campus Finances”
 - Click on “Make a payment”
 - Click on “Login to CashNet”



The screenshots illustrate the following steps:

- Step 1:** The myCI sign-in page. A red box highlights the "Forgot Password?" link.
- Step 2:** The myCI dashboard after login. A red box highlights the "CI Records" link under the "My Account" section.
- Step 3:** The Oracle Student Center menu. A red box highlights the "Make a payment" option under the "Campus Finances" category.
- Step 4:** The "Make a payment" page. A red box highlights the "Login to CashNet" button.

You have now entered the CashNet website:

If you need assistance making an electronic credit card payment, please use the Help menu on the red toolbar or contact the University Cashier's Office at (805)

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 payment”

- click “general balance”
- specify how much you want to pay
- click on the “add to shopping cart” button
- click on the “checkout” button
- You must check off the box to accept the service charge to move forward with your payment.
- Then click on “continue checkout” box.
- Fill in all requested information to process your credit card payment.
- After you have completed the above step, you will be prompt to a new page. Make sure you click the “submit payment” button to process your payment.
- Once your payment has been processed successfully, you will see a page that has the word “Transaction Approved” at the top.
- You can email a copy of this receipt to yourself by clicking on the “email another receipt” button in the bottom left hand corner.

**Note:* There is no “back” option to go to the prior screen. If you want to access a different part of CashNet you must use the red toolbar at the top of the page. Just click on the option you want.

***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.

6. Reviewing account details

- Click on “your account” in the red toolbar at the top of the page.
- You can review payments made or provide a new payment.
- To view your student account details, you must go back to your account in **myCI** and click on Account Inquiry.

The screenshot shows the top navigation bar of the CSUCI ePayments website. The red toolbar contains links for 'your account', 'view bills', 'make payment', 'shopping cart', 'help', and 'sign out'. The 'make payment' link is highlighted with a red arrow. Below the toolbar, the page is divided into several sections: 'Your Account' (Current Balance: \$3,537.00), 'Your Recent Payments' (View All), 'Parent PINs' (Add New), 'Your Bills' (View All), and 'Saved Accounts' (Add New). A note at the bottom of the Parent PINs section states: 'Note: After setting up a Parent PIN account, make sure to provide the login name, password, and website address to the user. The website address for Parent PIN users to log into is: https://commerce.cashnet.com/causpay.'

The screenshot shows the CASHNet SMARTPAY website. The red toolbar contains links for 'your account', 'make payment', 'Shopping Cart (1 item, \$25.73)', 'help', and 'sign out'. The 'make payment' link is highlighted with a red arrow. Below the toolbar, the page displays the CASHNet SMARTPAY logo and the text 'CSUCI Credit Card Payments'. A disclaimer states: 'This site is owned and operated by CASHNet®. If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of \$0.73. This charge is assessed by CASHNet®. Service charges are included in your transaction and are paid directly to CASHNet®. Service Charges are non-refundable.' A checkbox for accepting terms and conditions is present. Below the disclaimer are buttons for 'Review Charges', 'Cancel My Transaction', and 'Continue Checkout'. At the bottom, there are links for 'terms', 'privacy', and 'security'. The main content area contains a form for entering credit card information, including fields for Card Number, Expiration Month/Year, Cardholder Name, Address, City, State/Province/Region, Zip/Postal Code, Country (United States), Card ID Code, and Email Address. A note indicates that a name for the payment method should be provided for future use.

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