On-Line eCheck 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"
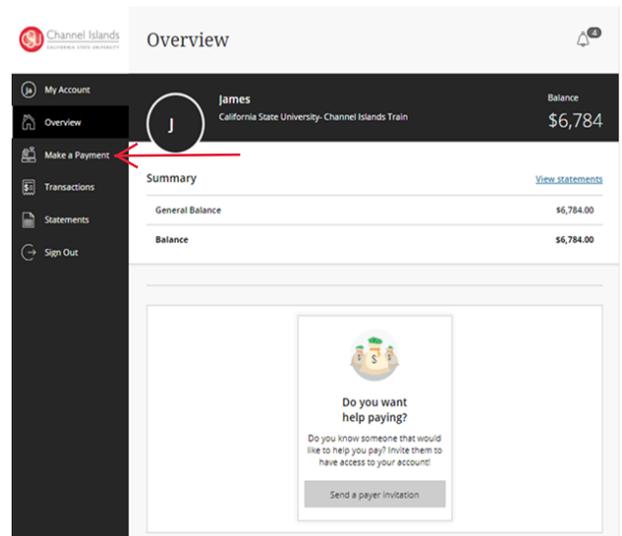   d. Click on "Login to CashNet"

You have now entered the CashNet website:

If you need assistance making an eCheck, 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.
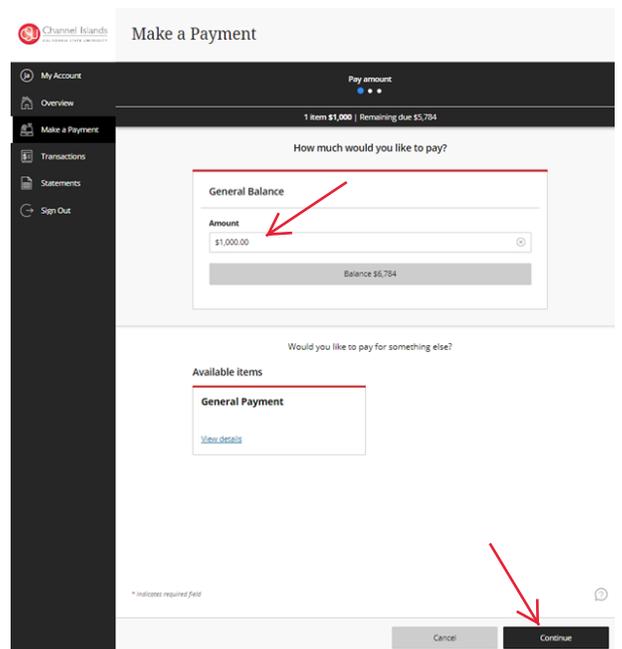
eCheck Payment:

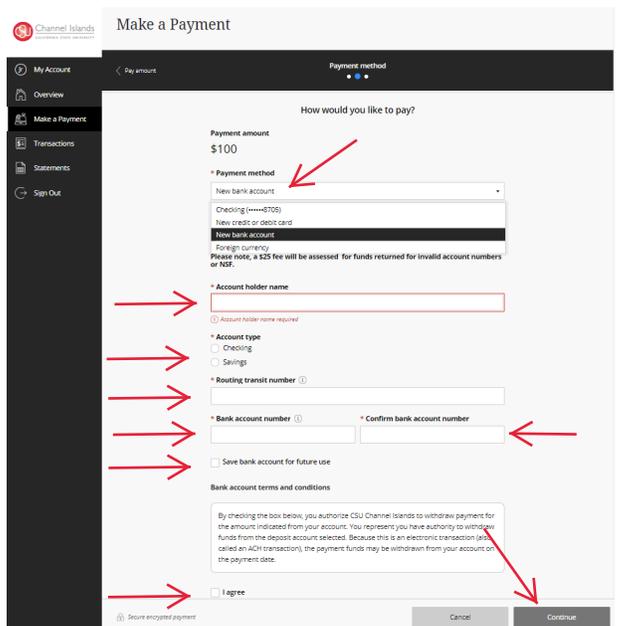5. Click on the link that says "Make a Payment"

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 "New Bank Account" as your payment method
9. Add "Account holder name"
10. Select "Checking" or "Savings"
11. Add "Routing transit number"
12. Add "Bank account number"
13. Confirm "Bank account number"
14. OPTIONAL: Select "Save bank account for future use"
15. Agree to terms and conditions
16. Click Continue

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

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