

On-Line Credit card Payments:

Making a payment

1. Open Internet Explorer and browse to <http://myci.csuci.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 process of navigating from the myCI sign-in page to the CashNet payment page. The first screenshot shows the myCI sign-in page with fields for Dolphin Name and Password, and a 'Forgot Password?' link. The second screenshot shows the myCI dashboard with a 'My Account' section containing a 'CI Records' link. The third screenshot shows the Oracle CashNet interface, with a 'Make a payment' option highlighted in the 'Campus Finances' menu, and a 'Login to CashNet' button at the bottom.

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) 437-8810.

Credit card payments:

There is 2.9% 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.

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