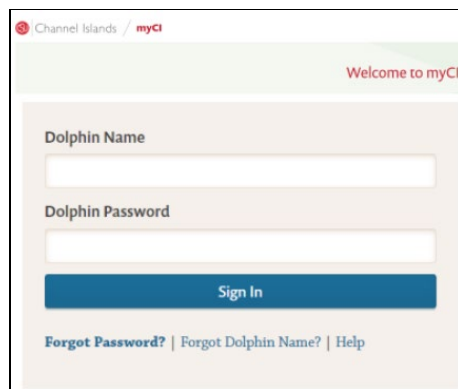


Online Orientation Payment

1. Login to myCI portal.
 - Dolphin Name and Password are case sensitive.
 - If you forgot your password, click on **'Forgot Password'**.

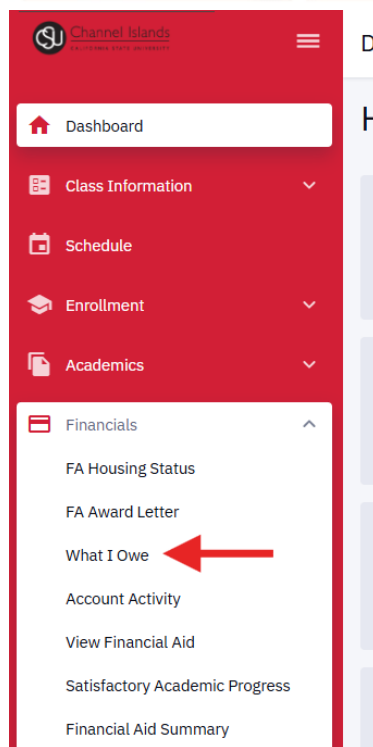


2. Locate and click on the **'CI Records'** tile. You will be routed to your Student Dashboard.

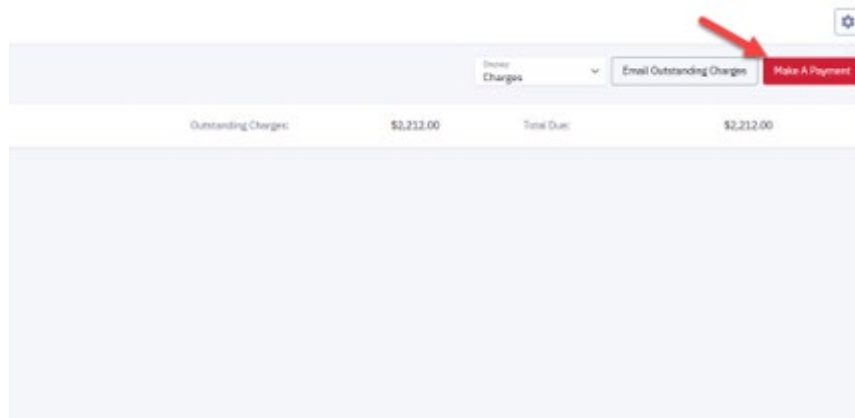
Pinned Services (What's this?)

 CI Records Student registration and records system	 CI Financials Campus financial records system	 CI Personnel Employee and departmental records and data management
 Zoom Video conferencing system & virtual meeting space	 Adobe Sign Electronic signature tool for signing documents and forms	 Dolphin Navigate Student advising, coaching, and communication platform
 OneDrive Cloud-based storage and collaboration tool from Microsoft	 CSU Learn Employee training portal for mandatory & development courses	 OneCI Data warehouse and institutional reporting repository

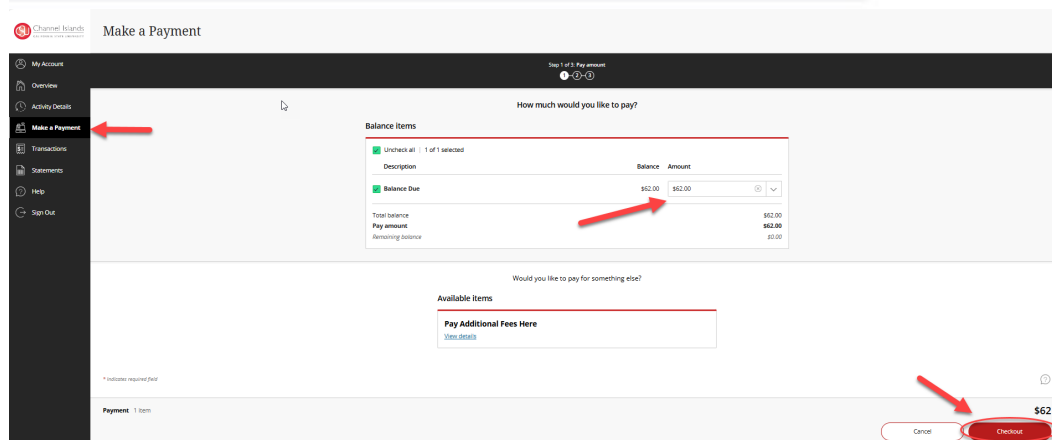
3. From the left-hand menu, go to the **'Financial'** section and click on **'What I Owe'**. You will see a balance, which is for the orientation fee.
 - \$215 for Freshman
 - \$62 for Transfer



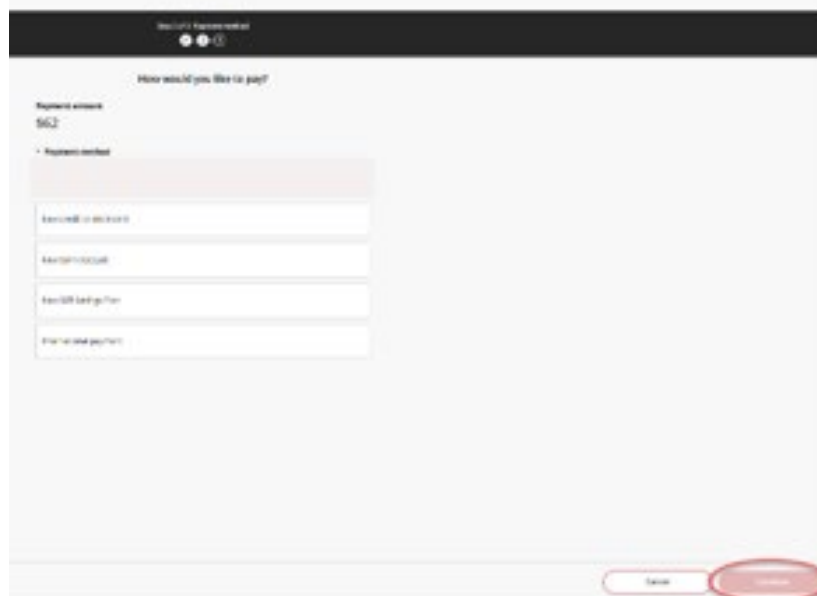
4. Select **'Make a Payment'** and proceed to the next step.



5. Click on **'Make a Payment'** from the left-hand menu bar.
6. Click on **"Balance Due"**
7. Enter \$215 or \$62 for the orientation fee in the **"Amount"** box.
8. Click on **"Checkout"**

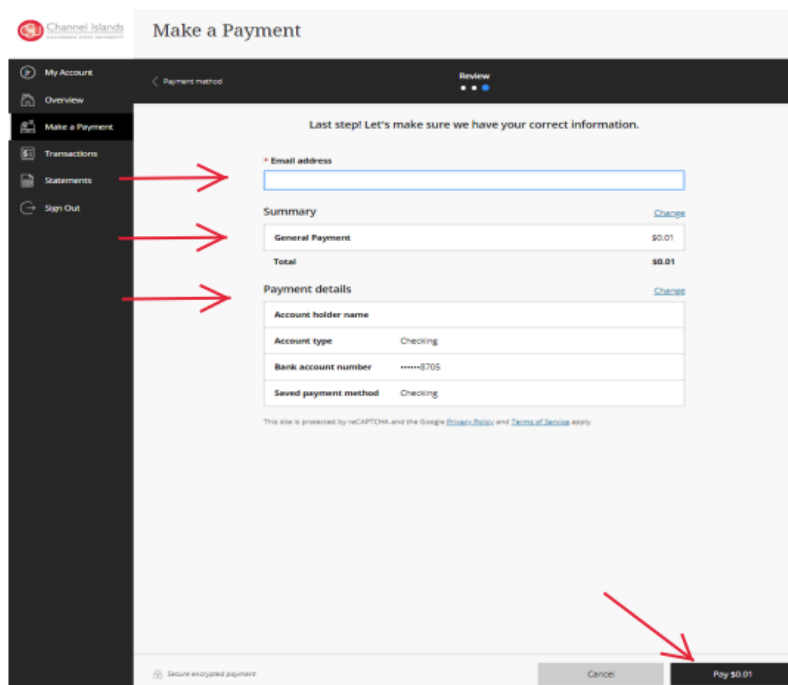


9. Select the Method of Payment and select **"Continue"**.
 - The "New bank account" option, also known as e-check, does not incur a processing fee.
 - All Debit and Credit Card payments are assessed a 2.65% merchant fee.
 - A \$25 fee is assessed for all returned payments for insufficient funds and incorrect account information.



10. Fill in all required account information.

- Verify email address
- Verify payment amount
- Click **“Pay”**
- For your own protection, always remember to log out and close the browser.



The screenshot shows the 'Make a Payment' interface. On the left is a dark sidebar with navigation links: My Account, Overview, Make a Payment (highlighted), Transactions, Statements, and Sign Out. The main content area is titled 'Make a Payment' and includes a 'Review' button. A message states: 'Last step! Let's make sure we have your correct information.' The form contains the following sections:

- Email address:** A text input field with a red arrow pointing to it.
- Summary:** A table showing payment details with a 'Change' link.

Summary	
General Payment	\$0.01
Total	\$0.01
- Payment details:** A section with a 'Change' link containing fields for:
 - Account holder name
 - Account type: Checking
 - Bank account number: ****8705
 - Saved payment method: Checking

At the bottom right, there are two buttons: 'Cancel' and 'Pay \$0.01'. A red arrow points to the 'Pay \$0.01' button. A security notice at the bottom left states: 'This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.'

For additional support, feel free to contact us via email at sbs@csuci.edu or by phone at (805) 437-8810. We also welcome in-person visits. Our office is located on the first floor of Marin Hall.