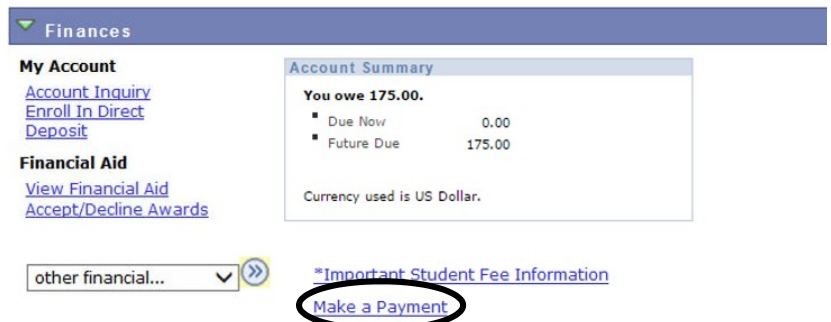
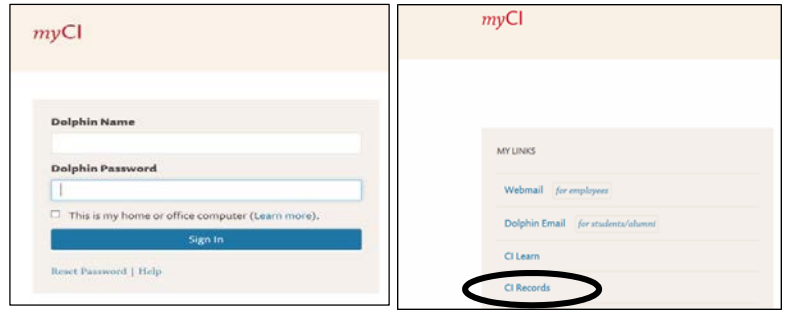


# Online Orientation Payment Process

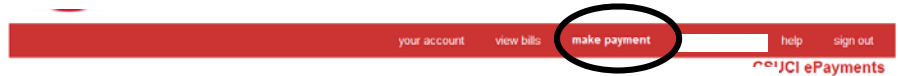
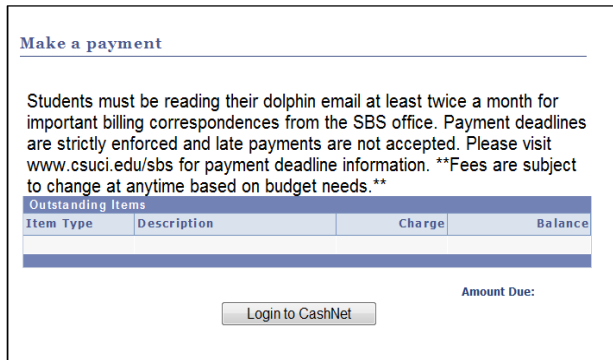
## Login:

1. Log on to <https://myci.csuci.edu> or connect through [www.csuci.edu](http://www.csuci.edu) and click on the MyCI icon, using your Dolphin log in name and password. Click on Reset Password if you can't remember your login information.
2. Click on "CI Records" under "My Links".
3. In the Finances section in your Student Center under "Account Summary" you will see a balance, which is the orientation fee.
  - **\$175.00** for Freshman
  - **\$50.00** for Transfers
4. Click on "Make a Payment"
5. Click on "Login to CASHNet"



## CASHNet:

1. Click on Link that says "Make Payment" on the top menu bar.
2. Click on "General Balance"
3. Enter **\$175.00** or **\$50.00** for the orientation fee in the "Amount" box.
4. Click on "Add to Shopping Cart"
5. Click on "Checkout"
6. Select the Method of Payment then, click "Continue Checkout".



Always verify your balance due from your "myCI" account before making a payment. Go to Main Menu > Self Service > Campus Finances > Account Inquiry

If you have a housing deposit or an intent to enroll payment on your account, they *cannot* reduce your overall balance and will *only* be used to offset the charges they are intended for. Click on "general balance" and enter the full amount you need to pay for items such as orientation, early start, etc.

You must pay required balances, in full, by the appropriate payment deadline. If you have a credit on your account, after all fees have been paid in full, a refund will be processed via the original form of payment.

**Spring 2015 Registration Payment Deadlines**

When registering for classes during:	Payment is due by 5:00 pm on the specified day:
December 1, 2014 to January 13, 2015	Tuesday, January 13, 2015 at 5:00 PM
On January 14, 2015 or Later	Tuesday of the week after you register by 5:00 PM

\* Late registration results in a \$25, non-refundable, late registration fee applied to your account.

**Your Account**

Current Balance \$0.00

(Zero or credit balances are not displayed)

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**Your Recent Payments**

You have no recent payments. [View All](#)

**Your Bills**

There are no bills for you to view at this time. [View All](#)

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**Saved Accounts**

- \*E-Check option is free of charge.**
- \*CC option will have a 2.75% added merchant convenience fee**
- \*Funds must be readily available.**
- There will be a \$25 fee for insufficient funds and if incorrect account information is submitted.**

7. Fill in all required account information
8. Make sure to click “Submit Payment”
9. Once your payment has been processed successfully, you will see a page titled “Transaction Approved”. A receipt will be sent to your MyCI student email account.
10. If you would like to forward a copy of the receipt to a secondary email account, click “Email another Receipt”.
11. Click on “Your Account” in the red toolbar at the top of the page to review payments made or complete another payment.
12. For your own protection, always remember to log out and close the browser.

If you need further assistance, you may email us at [sbs@csuci.edu](mailto:sbs@csuci.edu), call us at (805) 437-8810 or visit us in Sage Hall.

