**Online E-Check Payments:**

**Login:**

1. Log on to [https://myci.csuci.edu](https://myci.csuci.edu) or connect through [www.csuci.edu](http://www.csuci.edu) and click on the MyCI icon.

2. Sign in using your User ID and password. If you forget your password, click “Forgot Password” and follow the instructions.

3. After entering your MyCI, click on “CI Records” under “My Links”. This link will take you to your self-service page.

4. Click on “Make Payment” menu option in the finances section.

5. Click on “Login to CashNet”

**CashNet:**

1. Click on Link that says “Make Payment” on the top menu bar

2. Click “General Balance”

3. Specify how much you want to pay

*Caution:* Failure to pay the balance by the published due may result in disenrollment.

4. Click on “Add to Shopping Cart”

5. Click on “Checkout”
6. Click the bubble next to “Enter New Electronic Check Information” and click “Continue Checkout”. E-Check option is free of charge.  
*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 a receipt forwarded 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, call us at 805.437.8810 or visit us in Sage Hall.