Online Wire Transfer Payments:

Login:

1. Log on to https://myci.csuci.edu or connect through 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 “Pay with Foreign Currency” and click “Continue Checkout”.

7. Enter all required information, including country, currency, remitter name (your name) and email address and click “Continue Checkout”.

8. Verify all information is correct and click “Submit Payment”.

9. The following screens will provide you with the bank account details for settling to California State University, Channel Islands C/O Western Union Business Solutions. You will need to print this document.

10. Take the printed document to your bank and instruct them to make the payment right away. The rate shown is only valid for 72 hours from the time which will be indicated on the payment instruction you will receive after clicking the “Submit” button.

Western Union Business Solutions must receive your payment within 72 hours of your receipt of the applicable currency quote. In the event the payment is received after the 72 hour period has expired, then the current exchange rate will be applied to the conversion of funds, potentially changing the total amount of the payment.

Neither Western Union Business Solutions nor California State University, Channel Islands shall be liable to you or the intended beneficiary for any additional costs, fees or expenses resulting from the
untimely deliver of the payments as set forth above.

If the 72 hour period has elapsed and you have not initiated a payment to California State University, Channel Islands C/O Western Union Business Solutions, please obtain another currency quote prior to submitting your payment, by logging on to the California State University, Channel Islands website and following the procedure for payment again.

Only the equivalent of USD Amount received in the designated account will be transferred to California State University, Channel Islands.

11. Once your payment sheet has been printed, you will see a page titled “Transaction Pending”. A receipt will be sent to your MyCI student email account.

12. Please remember to submit the payment sheet to your bank within 72 hours of receiving the quote. If not submitted, your payment will not be complete.

13. Click on “Your Account” in the red toolbar at the top of the page to review payments made or complete another payment.

14. 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.