

**PARENTS:** Please remember a FERPA release form must be signed by the student in the Cashier's office before student financial information can be disclosed to you.

## Making Payments through your Student Center

Logon to your Student Center via [mycsusm.edu](http://mycsusm.edu) (there is no convenience fee for an e-check but there is a 2.9% convenience fee added to the amount paid for credit cards).

If you have an ATM or Debit card call your bank to find out your routing and account number so that you may make your payment via e-check (there is not convenience fee for e-checks).

Choose Make A Payment:

The screenshot shows the CASHNet website for Cal State San Marcos. The page title is "CAL STATE SAN MARCOS" and the URL is "https://cashnet.com". The page content includes a navigation bar with "your account", "make payment", "basket", "help", and "sign out". Below the navigation bar, there is a disclaimer: "The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees." Below the disclaimer, there is a section titled "Your account currently has the following charges:" which lists the following items:

- BALANCE**: \$3,629.00
- ENROLLMENT DEPOSIT - Fall/Spring New Students Only**: This item is for Fall/Spring New Students Only paying for their Enrollment Deposits. DO NOT select this option if you are paying for your registration fees. To begin the intent to Enroll and Enrollment Deposit process, close this window and begin by clicking Accept/Decline on your MyCSUSM Student Center.
- Orientation**
- PARKING PERMITS**: Spring 2011 parking permits purchased on or before January 10, 2011 will be mailed to the address on file with CSUSM. Permits purchased after January 10, 2011 are to be picked up in the Parking and Commuter Services office located in FCB 107. Will call window will not be available for the Spring semester.

- 1) Only New Students are Required to make an Enrollment Deposit, if you are a continuing Student, Please do not choose the Enrollment Deposit Option.
- 2) Choose the Balance Option to make a Full or Partial payment through your Student Center.

Balance Option:

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as **estimates** that are subject to change upon approval by The Board of Trustees.

HOME

BALANCE

Price: 3629.00

To pay for this item, click the button below.

[Add to Basket](#)

- 1) This page will automatically display your **Current Balance** as shown in your **Student Center**; this amount may be adjusted to reflect whatever amount you wish to pay electronically.
- 2) Choose the Balance Option to make **a Full or Partial** payment through your Student Center.
- 3) Enter the Amount you wish to pay and Select the "Add to Basket" Option.

**Add to Basket:**

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as **estimates** that are subject to change upon approval by The Board of Trustees.

BALANCE	<a href="#">Edit</a>	<a href="#">Delete</a>	\$1,000.00
Total Amount			\$1,000.00

[Continue Shopping](#) [Checkout](#)

- 1) This page will automatically display the amount you entered and give you the option to continue shopping (this option is for those who wish to add a parking permit to their order) or you can simply choose the "Checkout" Option.
- 2) Choose the Balance Option to make **a Full or Partial** payment through your Student Center.

**Checkout:**

- |    |   |
|----|---|
| 1) | <p>On this screen you are given the option of a Credit Card or Electronic Check</p> <p><i>If you have an ATM or Debit card call your bank to find out your routing and account number so that you may make your payment via e-check (there is not convenience fee for e-checks). If you pay by credit card there is a 2.9% convenience fee added to your amount paid.</i></p> |
| 2) | <p>Select your Method of Payment and Click the "Continue Checkout" Option.</p>  |

**Payment Method:**

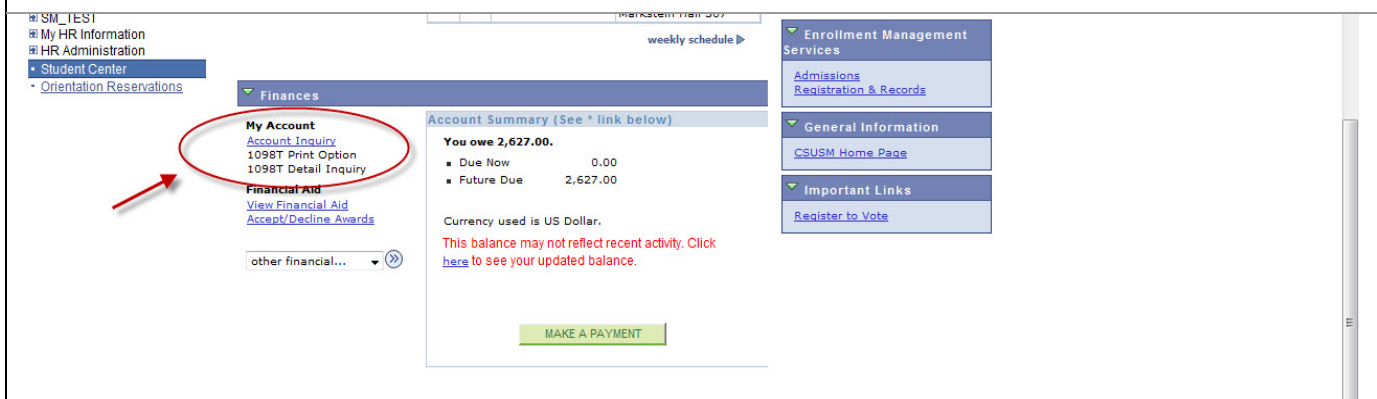
- |    |  |
|----|--|
| 1) | <p>This page explains the <b>Convenience Fee</b> being assessed by <b>CashNet</b> and displays <b>the 2.9% additional amount</b> being added to your <b>Balance for using a credit card</b>.</p> |
| 2) | <p>Check the Terms and Conditions box if you wish to Continue.</p>   |
| 3) | <p>Once you have reached this screen you still have the option to: <b><u>Review Changes</u></b>, <b><u>Cancel Your Transaction</u></b>, or <b><u>Continue Checkout</u></b>.</p>                  |

## Account Inquiry (Charges, Payments, Refunds)

This screen can be used to check any Charges added to your account, any Payments you have made, or any Refunds that have been issued from the University.

To begin logon to your Student Center via [mycsusm.edu](http://mycsusm.edu)

In the "Finances" section of the "Student Center":



The screenshot displays the "Finances" section of the Student Center. The "My Account" link is circled in red, and a red arrow points to it. The "Account Summary" section shows a balance of \$2,627.00. The "Financial Aid" section is also visible.

Account Summary (See * link below)	
<b>You owe 2,627.00.</b>	
■ Due Now	0.00
■ Future Due	2,627.00

Currency used is US Dollar.  
This balance may not reflect recent activity. Click [here](#) to see your updated balance.

[MAKE A PAYMENT](#)

1) Click the "Account Inquiry" link, located above the "Financial Aid" Section.

This will Navigate you to the "Account Summary" screen:

Library  
Policies, Guidelines & Goals  
Student Support  
SM\_TEST  
My HR Information  
HR Administration  
Student Center  
Orientation Reservations

go to ...

summary activity charges due payments

**Account Summary**

You owe 2,627.00. For the breakdown, access [Charges Due](#)

- Due Now 0.00
- Future Due 2,627.00

Term	Outstanding Charges & Deposits	Total Due
Spring 2011	2,627.00	2,627.00
<b>Total</b>	<b>2,627.00</b>	<b>2,627.00</b>

Currency used is US Dollar.

**MAKE A PAYMENT**

2) This Screen allows you to see your Current Balance and gives you the option to make a payment.

Use the "Activity" tab to view the date of all Charges, Payments, and Refunds on your Account.

myCSUSM

Home Add to My Links Sign out Help

MyCSUSM for Students My Page My Links Select One:

Menu  
Library  
Policies, Guidelines & Goals  
Student Support  
SM\_TEST  
My HR Information  
HR Administration  
Student Center  
Orientation Reservations

Tia Helde go to ...

summary activity charges due payments

**Account Activity**

View by  
From 07/07/2010 To 01/07/2011 All Terms go

Posted Date	Item	Term	Charge	Payment	Refund
11/21/2010	ASI Fee Spring	Spring 2011	50.00		
11/21/2010	ASI Student Rec Fee Spring	Spring 2011	12.00		
11/21/2010	Acad Record Fee Spring	Spring 2011	12.00		
11/21/2010	Athletics Fee Spring	Spring 2011	60.00		
11/21/2010	Childcare Svcs Fee Spring	Spring 2011	10.00		
11/21/2010	Field House Recreation Fee Spr	Spring 2011	12.00		
11/21/2010	Health Facilities Fee Spring	Spring 2011	25.00		
11/21/2010	Health Services Fee Spring	Spring 2011	70.00		
11/21/2010	IRA Campus Rec Prgm Spring	Spring 2011	11.00		
11/21/2010	IRA Fee Spring	Spring 2011	5.00		
11/21/2010	SUF Spring Undergraduate	Spring 2011	2,220.00		
11/21/2010	Student Union Fee Spring	Spring 2011	140.00		
	FA Refund	Fall			

3) This screen will automatically Select a 6 month time frame including All Terms. Choose the View All Option to receive a complete description of all the Posted Dates, Items, Terms, Charges, Payments, and Refunds on your Account.

