This guide will assist you in completing an electronic payment transaction from the Student Center.

Step 1: Enter the Student Center

Welcome, Amy  Home | Preferences | Logout

Student Home | Staff Home | State Employee | Records, Registration, & Finances | Admissions & Orientation | Campus Life | My Stuff

My Chico State ID #

My Chico State ID #: 003003123
Your Chico State ID # is required for registration and university financial transactions

Student Center

Course enrollment, grades, financial aid, fee payment and account status, unofficial transcripts, degree progress, and all other student data are now accessible via the Student Center.

Enter the Student Center

Admissions

Admissions and orientation information for incoming students, including accepting/declining the offer of admission, can now be found in the Admissions & Orientation tab at the top of this page.

Student Center Help

Take a "look" at the Student Center

Academics – Courses, Schedule, Grades

- Adding Classes Help Guide (PDF)
- Registration Help
- GPA Calculator
- Wildcat Scheduler
- Records & Registration Forms
- FERPA and Privacy Information

Finances – Financial Aid, Fee Payment

- Important Financial Aid Dates
- Award Information
- Financial Aid FAQs
- Registration Fee Payment Deadlines
- Registration Fee Payment Methods

Student Financial Services  www.csuchico.edu/sfin  (530) 898-5936
Step 2: Understanding Make-A-Payment

Select **Make-A-Payment** from the Student Center.

The **Make-A-Payment** option is also available in Account Inquiry, on both the summary and activity tabs.
Step 3: Selecting a payment method

Selecting the link below will allow you to login to complete a credit card payment transaction.

Credit Card Payments:
Payments are accepted for registration, tuition, and on-campus housing charges by MasterCard, American Express or Discover using the CASHNet SMARTPAY™ at [http://www.cashnetsmartpay.com](http://www.cashnetsmartpay.com) or by touch-tone phone at 1-866-485-1460. Effective August 1, 2003, we will no longer accept VISA cards.

The service fee for use of CASHNet SMARTPAY™ is 2.9% of the transaction amount rounded up to the next multiple of $0.25.
Step 4: Login to the Credit Card Payment system

CASHNet SMARTPAY is a service which allows you to pay your school charges without standing in line at the cashier's office or mailing a check. To make payments by credit card or view prior CASHNet SMARTPAY transactions, just enter your identifying information below.

Please Log In

- Chico State ID
- Birthdate (MMDDYY)

By logging in, I acknowledge that I have read and accept the terms and conditions of the CASHNet User Agreement.

I Accept

- Login Assistance

Your Chico State ID can be found by logging into your portal account and clicking on the "Records, Registration & Finances" tab.

If you are a new student, your Chico State ID can be found in your acceptance packet from the Admissions Office, or by calling (530) 898-6322.

If you are still unable to access the payment system, please contact CSU, Chico Student Financial Services at (530) 898-5936.
Step 5: Enter the payment amount

If no Balance on Account is displayed, select the appropriate term. You will enter the payment amount on the following page.

No matter which option you select, you will have the opportunity to change or enter an amount on the following page.

Balance on Account displays total charges on account.
Step 5: Enter the payment amount (cont’d)

Any selection made on the previous screen will take you to a new screen where you will be able to change or enter the amount of your payment if necessary.

Enter the amount using only numbers, a comma, and a decimal point, e.g., 474.00 or 1,860.00, then select Update.
Step 6: Checkout

- Make changes to your item by selecting **Delete** or **Modify**
- Service Charge is explained on the following page.
- Select **Pay By Credit Card** to enter payment information
Step 7: Understanding the Service Charge

If you choose to make your payment by using CASHNet SMARTPAY, you will be charged a service charge of $54.00.

This charge is assessed by Informed Decisions Corp., who owns and operates this site. Service charges are included in your transaction and are paid directly to Informed Decisions Corp. Service Charges are non-refundable.

Do you wish to continue?

Continue Checkout  Review Charges  Cancel My Transaction

We work hard to keep the amount of the service charge as low as possible. The service charge covers web site development and maintenance, server support, engineering and technical support, help desk service to students and their parents, account reconciliation, access to payment history and our costs for providing both credit card and electronic check (EFT/ACH) payment options. There is no income to us from any bank or merchant card provider. No portion of your service charge goes to the school; the only amount passed on to the school is your registration fee or tuition payment. This service is not subsidized by the school in any way.
Step 8: Enter payment information

For **Email Address**, enter the email you would like a transaction confirmation sent.

For **Cardholder Name**, enter the primary name for the account.

For convenience, the system will store your payment information.

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**Payment Information** (fields with * are required)

- **Credit Card Number**
- **Expiration Date** - Select Month, Select Year
- **Cardholder Name**
- **Billing Address**
- **City**
- **State**
- **ZIP/Postal Code**

*Remember my payment information for next time*

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**Make Payment Now**

Use card information that I entered above.

**Continue Shopping**

I want to add more items to my basket before checking out.
Step 8: Selecting the payment method

If you’ve chosen to have the system save your previous payment information your selection to checkout will:
- prompt you to use existing information
- enter new payment information
Congratulations! You’ve completed a credit card payment. The payment should appear on the student account no later than the following business day.