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

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

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

Make-A-Payment opens the Payment Methods portion of Student Financial Services website where you may review the various payment options.

Selecting the link will allow you to login to complete an electronic check payment transaction.

Electronic Check Payments:
Payments for registration, tuition and on-campus housing charges can also be made via electronic check. This service can be accessed through the following link on this site, Electronic Check Payments. There is no fee for using this service.
Step 4: Login to the Electronic Check Payment system

Welcome to CASHNet Secure-Payments-On-The-Web for CSU Chico

Enter Chico State ID found in the student’s portal account on the ‘Records, Registration, & Finances’ tab.

Enter the student’s 6-digit birthday.

For privacy and/or security a students may set up an authorized user to make payments. The authorized user will not see balance information and will login using student-designated login and password.

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

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

<table>
<thead>
<tr>
<th>Balance on Account</th>
<th>5128.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2007 Payment</td>
<td></td>
</tr>
<tr>
<td>Summer 2007 Payment</td>
<td></td>
</tr>
</tbody>
</table>

Balance on Account displays total charges on account.

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

If no Balance on Account is displayed, choose the appropriate term. You will enter the payment amount on the following page.
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 adjust the Price of your payment if necessary.

Enter the Price using only numbers and a decimal point e.g. 474.00 or 1860.00, then select Add to basket.
### Step 6: Checkout

<table>
<thead>
<tr>
<th>Balance on Account</th>
<th>Edit</th>
<th>Delete</th>
<th>$1,860.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount</td>
<td></td>
<td></td>
<td>$1,860.00</td>
</tr>
</tbody>
</table>

- Make changes to your item by selecting **Edit** or **Delete**
- Select **Checkout** to enter payment information

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Student Financial Services      www.csuchico.edu/sfin                       (530) 898-5936
Step 7: Selecting the payment method

You may “Enter new electronic check information” or choose a saved payment method.

To review the saved payment methods, select your account.
Step 7: Selecting the payment method (cont’d)

Your account displays saved payment methods, which you can Edit or Delete.
- The only way to create a new payment method is to complete a payment transaction.
Step 7: Selecting the payment method (cont’d)

When you choose to edit a saved payment method, you may only change the bank routing transit number and the account holder name. For security, only the last four digits of the account are shown. If the account you wish to utilize is not shown, return to make payment and select “Enter new electronic check information.”
Step 8: Entering new payment information

Enter all requested information from the face of your checks. If you are unsure of what is requested, select What are my Routing Transit and Account Numbers? for assistance or contact your bank.

Do not enter numbers from the face of your ATM or Debit card.

For Account Holder Name enter the primary name for the account number entered above.

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

You may save the account information entered using a name not already in use (e.g. Aunt Mona’s account)

CAUTION!!! If you use a check that is not from a regular bank checking or savings account, such as a Brokerage Account check, or cash access checks from credit card companies, your electronic check payment will dishonor. Account numbers and routing numbers must be entered accurately and completely to avoid transaction failure. Dishonored or failed transactions are subject to University dishonored check penalties.

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked “Do Not Use for ACH.”

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Account Number:

Account Type:

Checking  Savings

Routing Transit Number:

Account Holder Name:

Email Address:

(Optional) Please provide a name for this payment method to be saved for future use:

ex: “My Credit Card” or “Checking”
Step 9: Submit Payment

This is the final review before you submit the payment. After review, select Submit Payment.
Step 10: Approval

Congratulations! You’ve completed an electronic check payment. The payment should debit from your account within the next 3-5 business days.

If your payment is returned by your bank and we are unable to debit the payment from the account, Student Financial Services will contact the student.