Electronic Deposits for Student Organizations

A Step by Step Guide
Go to

https://commerce.cashnet.com/csuchicostuclubs

The main page will present you with an alphabetical list of student organizations.

Scroll to find yours and select **VIEW DETAILS**
Next:
You will enter the amount you wish to deposit.

Click ADD TO BASKET

You will then be prompted to sign in using
- Chico State ID number
- Your 6 digit birth date
You will then be shown the details of your deposit.

Fill out the required fields and select PAYMENT TYPE.

If you select OTHER enter in a brief description of your deposit.

Click CONTINUE CHECKOUT.
Select Payment Type: Credit Card, Electronic Check - requires bank routing information

Select Method of Payment

New Payment Methods
- Credit Card
- Electronic Check

Click CONTINUE CHECKOUT

Enter credit card information

- Credit Card Number
- Expiration Month
- Expiration Year
- Cardholder Name
- Address
- City
- State/Province/Region
- Zip/Postal Code
- Country
- Email Address

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

You'll have a chance to review this order before it's final.

Enter in all required information
Review service fee information.

*I acknowledge...
Once your purchase has processed you will receive confirmation along with a receipt via email.

**Transaction Approved**

Receipt Number: 1928316  
Customer: WOOD, MARYLISA  
SmartPay and ACH  
Current Date: 02/02/2021  
Student’s First Name: Marylisa  
Student’s Last Name: Wood  
Chico State ID Number: 000000000  
Payment Type: Membership Dues

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Nursing Students Assoc - CNSA</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>California Nursing Students Assoc - CNSA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convenience Fee</td>
<td></td>
<td>$0.80</td>
</tr>
</tbody>
</table>

Total $30.80

<table>
<thead>
<tr>
<th>Payments Received</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card EMS Payment</td>
<td>$30.80</td>
</tr>
<tr>
<td>MasterCard XXHHHHHHHHHXX5454</td>
<td></td>
</tr>
<tr>
<td>Authorization #: TEST16</td>
<td></td>
</tr>
</tbody>
</table>

Total $30.80

Thank you for the payment.

*Your receipt has been emailed to mwood18@csuchico.edu*

⚠️ **IMPORTANT** ⚠️

Deposits made here will go directly into your club on-campus bank account.

This can **NOT** be used for Donation Deposits.

To receive weekly deposit reports please email

**SMBUCK@CSUCHICO.EDU**

QUESTIONS? Email **MWOOD18@CSUCHICO.EDU**