
How to Make a Payment Online

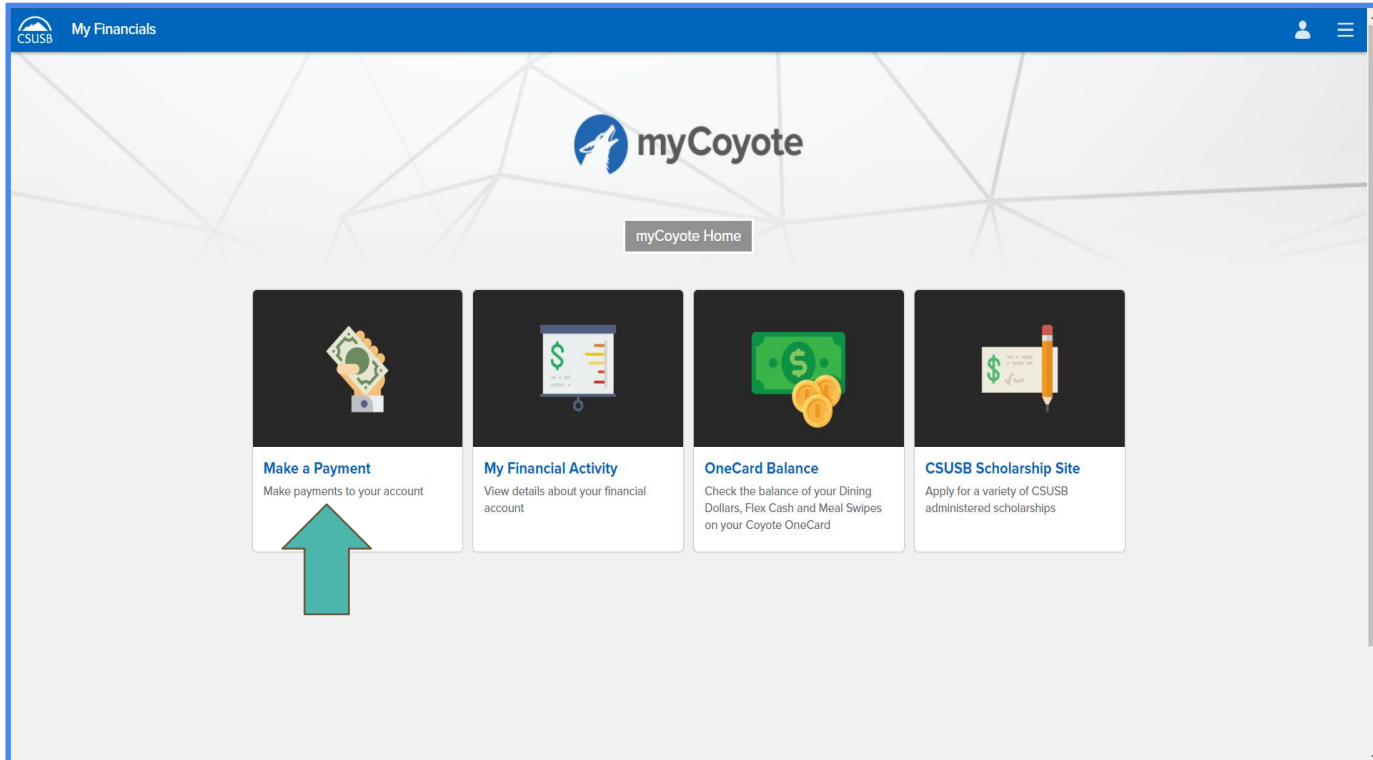
Office of the Registrar Fees

1. Log onto myCoyote and locate “My Financials”.

The screenshot shows the myCoyote dashboard interface. At the top left, the CSUSB logo and 'myCoyote' text are visible. A notification banner at the top left reads: 'at 3 pm on Friday, 4/24/2020 through 8 am on Monday, 4/27/2020 CSUSB Employees: Please refrain from running/scheduling any processes in PeopleSoft CS production that will NOT complete before 3 pm on Friday, 4/24/2020. Services NOT available →'. The dashboard is organized into a grid of tiles. A large green arrow points to the 'My Financials' tile, which is located in the second row, fourth column. The 'My Financials' tile includes the following text: 'My Financials', 'Make a Payment, My Financial Activity, OneCard Balance and CSUSB Scholarship Site'. Other visible tiles include 'Student Center', 'Personal Messages', 'My Academics', 'My Personal Information', 'My Employment', 'My Tasks', 'Degree Progress', 'Library Resources', 'Quarter to Semester Conversion', and 'My Status'.

Tile Title	Description
Student Center	Access student related self services
Personal Messages	Directly access your personal messages.
My Academics	Student Center, Faculty Center, Advisor Center, and related student, faculty, and staff services
My Personal Information	View and/or update items such as your email addresses, phone numbers, and addresses
My Employment	Time & Attendance, Benefits, Paycheck, Travel, CSULearn, LinkedIn Learning, and more
My Tasks	My Holds, My To-Do's, Orientation Registration, End Sexual Violence Training, AlcoholEdu for College
My Financials	Make a Payment, My Financial Activity, OneCard Balance and CSUSB Scholarship Site
Degree Progress	PAWS, myCAP, Unofficial Transcripts, and Commencement Registration
Library Resources	Find books, articles, media, textbooks, reserve study rooms, and more.
Quarter to Semester Conversion	Fall semester classes begin August 24, 2020!
My Status	Application Status, Admission Transcript Status, and Training Status

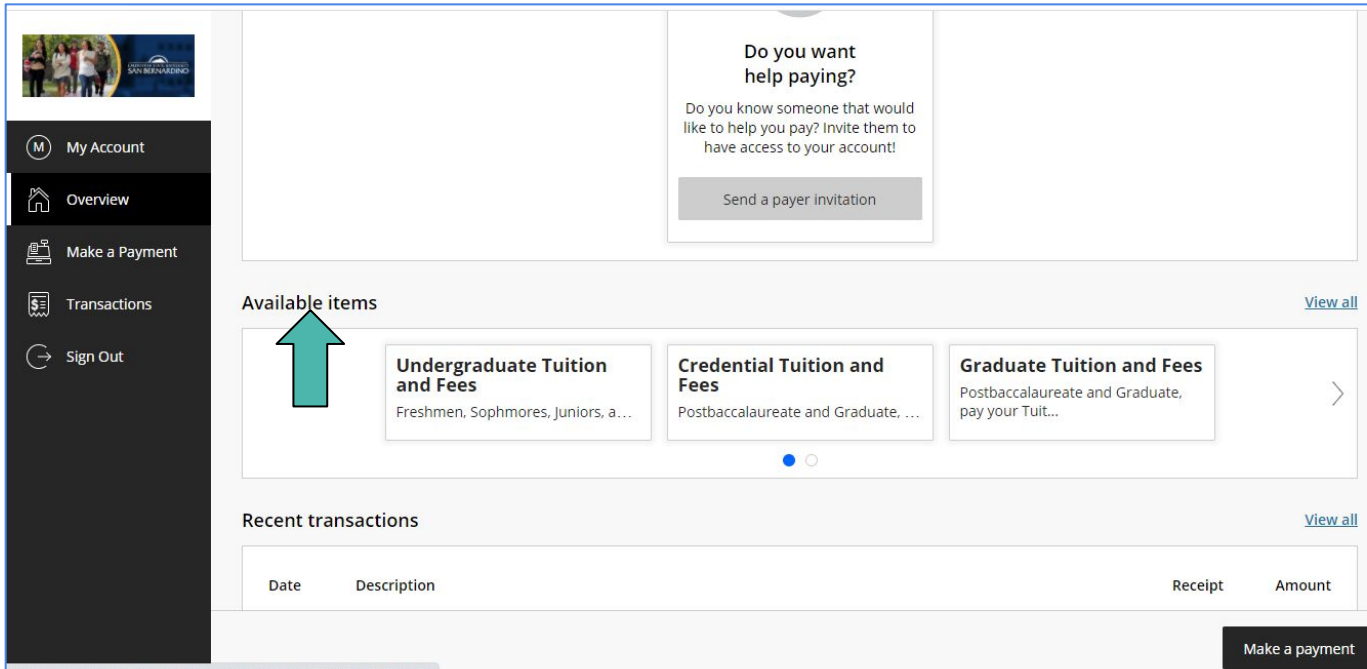
2. Click “Make a Payment”.



The screenshot displays the myCoyote financial portal. At the top left, the CSUSB logo and "My Financials" text are visible. The main header features the myCoyote logo and a "myCoyote Home" button. Below the header, four main navigation tiles are arranged horizontally:

- Make a Payment**: Includes an icon of a hand holding a stack of money. Below the icon, the text reads "Make a Payment" and "Make payments to your account". A large green arrow points to this tile.
- My Financial Activity**: Includes an icon of a computer monitor displaying a bar chart with a dollar sign. Below the icon, the text reads "My Financial Activity" and "View details about your financial account".
- OneCard Balance**: Includes an icon of a green card with a dollar sign and two gold coins. Below the icon, the text reads "OneCard Balance" and "Check the balance of your Dining Dollars, Flex Cash and Meal Swipes on your Coyote OneCard".
- CSUSB Scholarship Site**: Includes an icon of a green card with a dollar sign and a pencil. Below the icon, the text reads "CSUSB Scholarship Site" and "Apply for a variety of CSUSB administered scholarships".

3. Once you have reached CASHNet, scroll down and locate “Available items”



The screenshot displays the CASHNet user interface. On the left is a dark sidebar with navigation options: My Account, Overview, Make a Payment, Transactions, and Sign Out. The main content area features a top banner with a 'Do you want help paying?' message and a 'Send a payer invitation' button. Below this is the 'Available items' section, which is highlighted by a green arrow. This section contains three cards: 'Undergraduate Tuition and Fees', 'Credential Tuition and Fees', and 'Graduate Tuition and Fees'. A 'View all' link is located to the right of the 'Available items' header. Below the 'Available items' section is the 'Recent transactions' section, which includes a table with columns for Date, Description, Receipt, and Amount. A 'View all' link is also present to the right of the 'Recent transactions' header. At the bottom right of the interface is a 'Make a payment' button.

Do you want help paying?
Do you know someone that would like to help you pay? Invite them to have access to your account!
Send a payer invitation

Available items [View all](#)

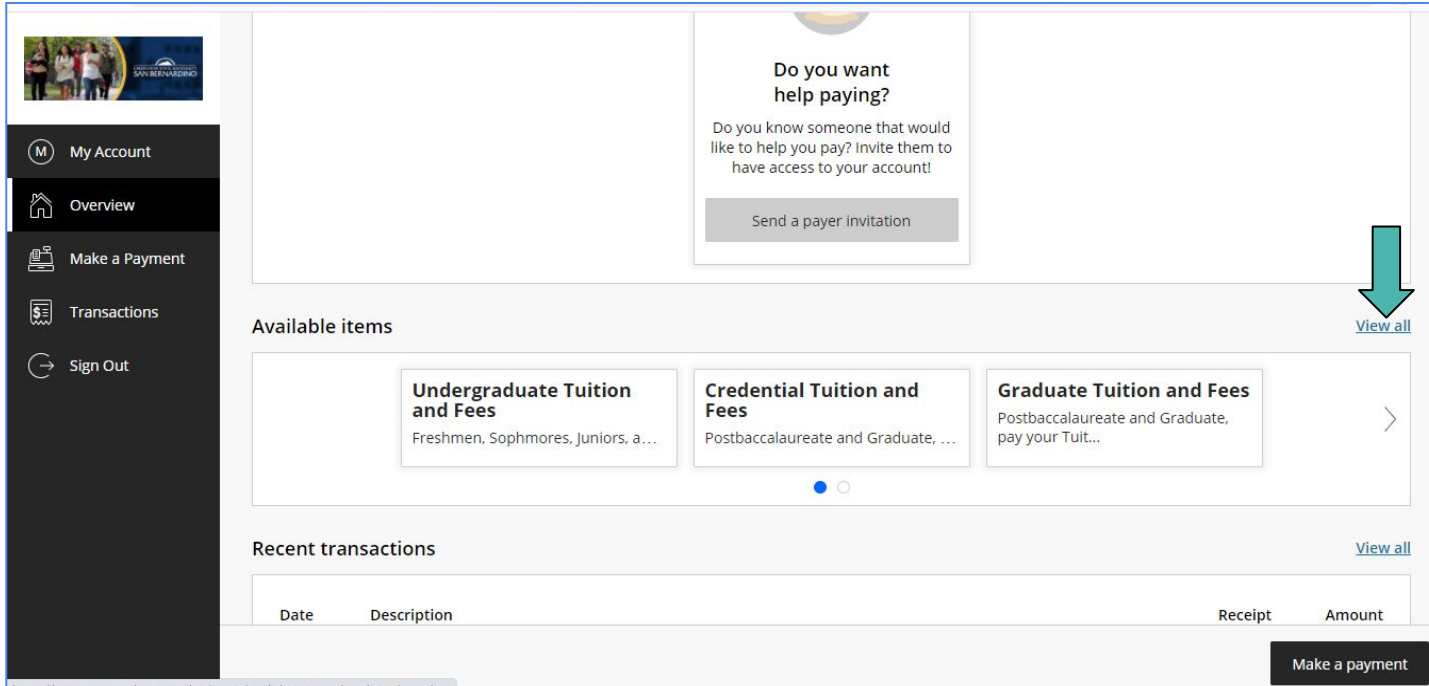
- Undergraduate Tuition and Fees**
Freshmen, Sophmores, Juniors, a...
- Credential Tuition and Fees**
Postbaccalaureate and Graduate, ...
- Graduate Tuition and Fees**
Postbaccalaureate and Graduate, pay your Tuit...

Recent transactions [View all](#)

Date	Description	Receipt	Amount
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[Make a payment](#)

4. Click “View All”.



The screenshot shows a user interface for a student account. On the left is a dark sidebar with navigation options: My Account, Overview, Make a Payment, Transactions, and Sign Out. The main content area features a top banner with a 'Do you want help paying?' message and a 'Send a payer invitation' button. Below this is a section titled 'Available items' with three cards: 'Undergraduate Tuition and Fees', 'Credential Tuition and Fees', and 'Graduate Tuition and Fees'. A 'View all' link is located to the right of the 'Available items' section, with a green arrow pointing to it. Below the items is a 'Recent transactions' section with a table header and a 'View all' link. At the bottom right, there is a 'Make a payment' button.

Do you want help paying?
Do you know someone that would like to help you pay? Invite them to have access to your account!

Send a payer invitation

Available items [View all](#)

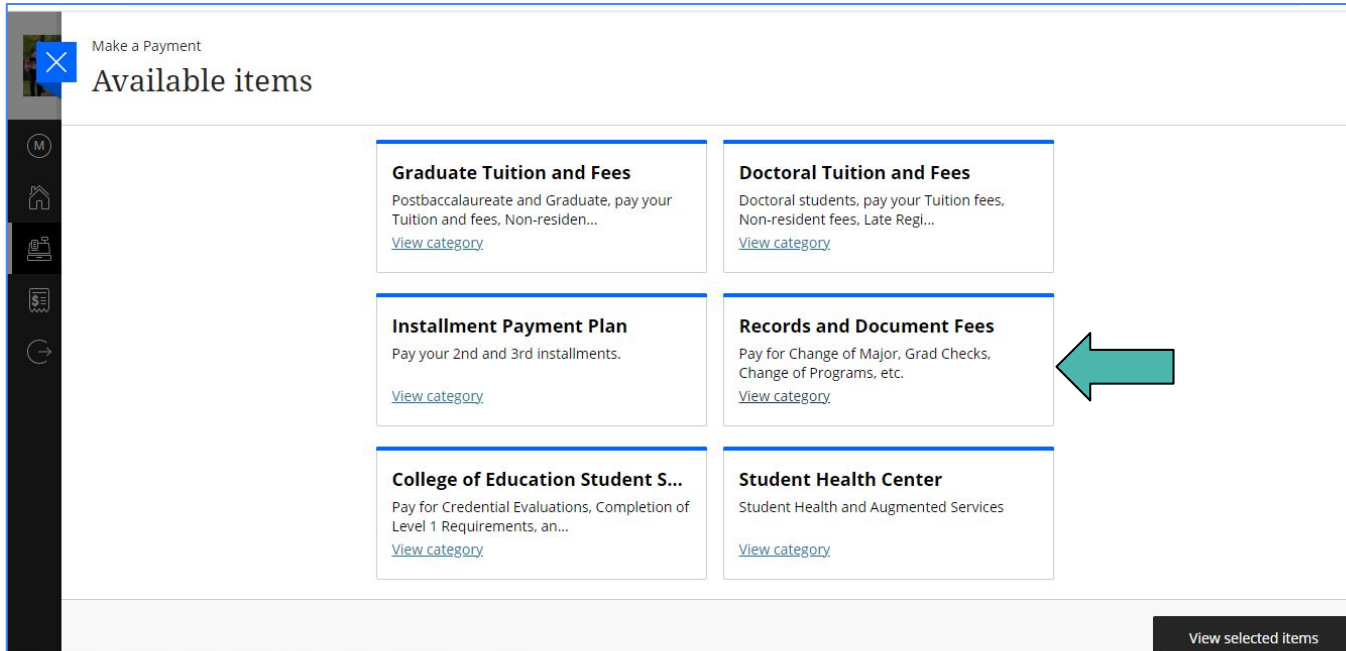
- Undergraduate Tuition and Fees**
Freshmen, Sophmores, Juniors, a...
- Credential Tuition and Fees**
Postbaccalaureate and Graduate, ...
- Graduate Tuition and Fees**
Postbaccalaureate and Graduate, pay your Tuit...

Recent transactions [View all](#)

Date	Description	Receipt	Amount
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Make a payment

5. Locate “Record and Document Fees” and click “View category”.



The screenshot displays a web interface for making a payment. At the top left, there is a blue 'X' icon and the text 'Make a Payment'. Below this, the heading 'Available items' is shown. A vertical sidebar on the left contains several icons: a magnifying glass, a document, a calendar, and a refresh symbol. The main content area is a grid of six payment categories, each with a title, a brief description, and a 'View category' link. A large green arrow points to the 'Records and Document Fees' category.

Category	Description	Action
Graduate Tuition and Fees	Postbaccalaureate and Graduate, pay your Tuition and fees. Non-residen...	View category
Doctoral Tuition and Fees	Doctoral students, pay your Tuition fees, Non-resident fees, Late Regi...	View category
Records and Document Fees	Pay for Change of Major, Grad Checks, Change of Programs, etc.	View category
College of Education Student S...	Pay for Credential Evaluations, Completion of Level 1 Requirements, an...	View category
Student Health Center	Student Health and Augmented Services	View category
Installment Payment Plan	Pay your 2nd and 3rd installments.	View category

View selected items

6. Locate desired form.

The screenshot shows a mobile application interface. At the top, there is a header bar with a close button (blue square with a white 'X') and the text 'Make a Payment' and 'Available items'. Below this is a navigation bar with a back arrow and the title 'Records and Document Fees'. Underneath the navigation bar is a subtitle: 'Pay for Change of Major, Grad Checks, Change of Programs, etc.'. The main content area is titled 'Items' and contains four items, each in a white box with a blue border:

- CROSS ENROLLMENT**
\$10.00
[View details](#)
- ENROLLMENT VERIFICATION**
\$4.00
[View details](#)
- Enrollment Verification with Mode of Instruction**
\$4.00
[View details](#)
- MINOR REQUESTS**
\$4.00
[View details](#)

At the bottom right of the screen, there is a dark grey button labeled 'View selected items'. On the left side of the screen, there is a vertical sidebar with several icons: a blue square with a white 'X', a circle with an 'M', a folder icon, a document icon, a calendar icon, and a circular arrow icon.

7. Click “View details” and “Add to payment”

The screenshot displays a payment interface with two main panels. The left panel, titled "Available items", lists several services with their respective costs and "View details" links. The right panel, titled "Item details", provides a detailed description for the selected "Letter of Completion" item, including a "Quantity" dropdown menu and "Cancel" and "Add to payment" buttons.

Item Name	Cost	Action
MODE OF INSTRUCTION	\$4.00	View details
CHANGE OF MAJOR	\$6.00	View details
COURSE UNIT VERIFICATION	\$25.00	View details
Duplicate Diploma		
GRADUATE CONCENTRATION CHANGE	\$6.00	View details
Letter of Completion	\$10.00	View details

Item details

Letter of Completion
\$10.00

This request is for students needing to verify completion of their degree requirements (i.e. for potential employers) prior to the degree being awarded. Students MUST have a processed grad check on file with the Office of the Registrar, be in their last quarter of attendance and grades MUST be posted. Once graduation posting is completed (degree awarded) by the Office of the Registrar, students are NO LONGER eligible for this request.

Quantity
1 for \$10

[Cancel](#) [Add to payment](#)

8. Click “Pay now”.

The screenshot shows a web application interface for making a payment. At the top left, there is a blue 'X' icon and the text 'Make a Payment'. Below this, the heading 'Available items' is displayed. A vertical sidebar on the left contains several icons: a magnifying glass, a document, a person, a calendar, and a downward arrow. The main content area features a grid of items for sale:

- Mode of Instruction**: \$4.00, with a [View details](#) link.
- CHANGE OF MAJOR**: \$6.00, with a [View details](#) link.
- COURSE UNIT VERIFICATION**: \$25.00, with a [View details](#) link.
- Letter of Completion**: \$10.00, with a [View details](#) link.
- Duplicate Diploma**: Price not visible.

A modal dialog box is centered on the screen, featuring a green checkmark icon at the top. The text inside the dialog reads: 'Item added!' followed by the question 'Do you want to pay now or add more items?'. At the bottom of the dialog, there are two buttons: a dark grey 'Pay now' button and a light grey 'Add more' button. In the bottom right corner of the main interface, there is a dark grey button labeled 'View selected items'.

9. This will lead you to “Make a Payment”. Scroll down, press “Continue” to proceed to checkout.

The screenshot shows a web interface for a university's payment portal. At the top, a black header bar displays "1 item \$10 | Remaining due \$0". Below this, there are four main categories of fees, each with a "View category" link:

- Graduate Tuition and Fees**: Postbaccalaureate and Graduate, pay your Tuition and fees, Non-residen...
[View category](#)
- Doctoral Tuition and Fees**: Doctoral students, pay your Tuition fees, Non-resident fees, Late Regi...
[View category](#)
- Installment Payment Plan**: Pay your 2nd and 3rd installments.
[View category](#)
- Records and Document Fees**: Pay for Change of Major, Grad Checks, Change of Programs, etc.
[View category](#)

At the bottom right, there are two buttons: "Cancel" and "Continue". A large teal arrow points down to the "Continue" button. A "View all items" button is also visible above the "Continue" button. On the left side, there is a dark sidebar with navigation options: "My Account", "Overview", "Make a Payment" (highlighted), "Transactions", and "Sign Out". A small question mark icon is located near the "Continue" button. A note at the bottom left states "* Indicates required field".