Online Payment Information

Online Payment Options:

Housing payments can be made online in the Student Account section of the My Sac State portal. The portal is available 24 hrs/7 days per week.

The following payment types are accepted:

- **Credit cards**: MasterCard, Discover, or American Express (*convenience fee: 2.9%*)
- **E-check and debit card** (*flat convenience fee: $5*)

How to Make an Online Payment

1. Go to www.csus.edu and log into the My Sac State account by entering the appropriate *Saclink* username and password. My Sac State Login button is located at the top of the page.
2. Select “Student Services” section tab.

3. Once in Student Services, select “Student Center” section.
4. Select “Account Inquiry” found at the bottom left corner of the screen.

5. After viewing Account, payment may be made by selecting the green button “Make an Online Payment.”
6. The Sacramento State Online Financial Services page will appear. Click on “make payment” link.

7. Make sure to select the “HOUSING” link when paying balances and not other links such as the “ONECARD” deposit link. For example, if the student selects the ONECARD link, they will be adding money to their ONECARD instead of paying a Housing fee.
8. Select the correct term and then click on “Add to basket.”

9. Click “Checkout” to continue. The amount showing is the remaining balance due for the semester. The student will be able to change the amount they would like to pay at the next step.
10. On this screen the student can change the amount they would like to pay towards their debt.

11. Select which payment method the student is using. After selection, click “Continue Checkout.”
12. Please review this screen carefully and read and accept terms and conditions. On this screen the student can: “Review Charges,” “Cancel My Transaction” and “Continue Checkout.”

The note provided for them in the center of the screen shows what fees will be charged per payment method.

13. If the student wishes to cancel, please select the “Cancel My Transaction” tab and they will be asked to verify their request to cancel the transaction. Click “OK.”