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.

My Sac State accepts the following payment types:

- **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 your My Sac State account by entering your *Saclink* username and password. My Sac State Login is located at the top of the page.
2. Select “Student Services” section of your My Sac State account.

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

5. After viewing your “Summary”, you may make a payment by selecting the green button “Make an Online Payment”.
6. The screen will look like this after you select “Make an Online Payment”. Click on “make payment”.

7. Make sure you are selecting the “HOUSING” tab when paying balances and not the “ONE CARD” deposit tab. If you select ONE CARD tab, you’ll be adding money to other debts such as your ONE CARD instead of paying a Housing fee.
8. Select the correct term and then click on “Add to basket”.

To pay for this item, enter the amount and the other requested information, and click on the ‘Add to basket’ button.

9. You will need to click “checkout” to continue. The amount showing is the remaining balance due for the semester. You will be able to change the amount you would like to pay at the next step.
10. On this screen you can change the amount you would like to pay towards your debt.

11. Select which payment method you are using. After selection, click “Continue Checkout”.
12. Please review this screen carefully and read and accept terms and conditions. On this screen you can: “Review Charges,” “Cancel My Transaction” and “Continue Checkout.”
The note provided for you in the center of the screen shows what fees will be charged per payment method.

13. If you wish to cancel, please select the “Cancel My Transaction” tab and you will again be asked to verify your request to cancel the transaction. Click “OK”.