CREATING A PARENT PIN

Students Follow steps 1-8 • Parents Follow steps 9-11

STUDENTS: You will need to create a parent pin for your parents to access your account:

1. From the Sac State main page (www.csus.edu) click on My Sac State “Log-in”.

2. Enter your SacLink username and password and click “Log-in”.

Parents Follow steps 9-11
3. Click on “Student Services”.

4. Click on “Student Center”.

Purchase your textbooks from the Hornet Bookstore. If you have registered for courses, your shopping cart will be filled with the corresponding texts.
5. Click on “Account Inquiry”.

6. Click on “Make an Online Payment”.
7. Click on “add new” under the Parent PIN’s section.

8. Enter in your parent’s information and click on “OK”.
PARENTS: You will receive an email with your username, temporary password, and login link so they can access your student’s account.

9. Click on the link in the email you received or type the link into your web browser. https://commerce.cashnet.com/csusacpay.

10. Enter in the login name and password provided to you in the Parent Pin email and click on “Login”.

https://commerce.cashnet.com/csusacpay#Fv
11. Enter in your old password provided to you in the Parent Pin email. Then enter your own personalized password twice. Then click “Submit”. (Skip to step 13)

12. To deposit funds onto your student’s OneCard: Click on “Make Payment”.

Sacramento State Online Financial Services

Change Password
To protect the privacy of your account, please enter a new password at this time.

Old Password

Enter New Password

Confirm Password

Password must have:
- At least 7 characters.
- 2 letter(s).
- 2 non-letter(s).

Submit

Sacramento State Online Financial Services

Search

Sacramento State Online Financial Services

Your Account

Current Balance $0.00

Your Recent Payments

06/28/2010 $3.14

Saved Accounts

You have no saved payment methods.

Account Details

Email: Change

Wallet

Your account make payment basket help sign out

Sacramento State Online Financial Services

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when additional funding is received.

Therefore, CSU must reserve the right to make or modify any listed fee, without notice, until the date when instruction for a particular semester or quarter begins. All CSU fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees.

June 2010
13. Click on “ONERCARD DEPOSIT”.

14. Enter the amount you would like to deposit in the “Price” field. Then click “Add to Basket”.

The CSU makes every effort to keep student debt to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate.

Therefore, CSU reserves the right, without notice to deposit payments received in the account, to increase or modify any student fees, without notice, until the date when transactions for a particular semester or quarter have been frozen. All CSU loan fees should be regarded as indicative and are subject to change upon approval by the Board of Trustees.
15. Review your deposit amount and if correct click on “Checkout”.

16. Select your method of payment and click on “Continue Checkout”.

17. Check the fee acknowledgement box and click on “Continue Checkout”.

18. Enter your debit or credit card information and click on “Continue Checkout”.

[Image of the CASHNet SmartPay website with highlighted areas showing the fee acknowledgement box and the card information input fields.]
19. Review your deposit amount and if correct click on “Submit Payment”.

<table>
<thead>
<tr>
<th>Items selected</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ONECARD DEPOSIT</td>
<td>$5.00</td>
</tr>
<tr>
<td>Convenience Fee</td>
<td>$0.14</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$5.14</td>
</tr>
</tbody>
</table>

Payment Information
- Credit Card Number: X00000000098255
- Expiration Date: 01/11
- Cardholder Name: Candace Demple
- Address: 3071 Franklin St.
- City: Sacramento
- State/Province/Region: CA
- Zip/Postal Code: 95818
- Country: United States
- Email Address: candd1e2e2@yahoo.com

Submit Payment

20. Your transaction is complete! The deposit amount will be available in your student’s OneCard Hornet Bucks Account after 24 hours.