Paying ACE Fee

Payment must be received by 4/9/2021 in order to earn college credit for your coursework.

**Option A: Pay Online**

1) You MUST establish a My Sac State identity. Please click on the following link to create a My Sac State log-in and password: [https://mysaclink.csus.edu/default.aspx](https://mysaclink.csus.edu/default.aspx).

2) Once that is completed go to page two of this PDF and follow the rest of the expanded tutorial to make your online payment.

**Option B: Pay by Snail Mail**

1) Make check payable to “CSUS”. In the notes section please include:
   ACE - Student’s Name, and your student ID number (found in your email).

2) Send a personal check or money order to:

   Sacramento State
   Bursar’s Office
   6000 J Street, MS 6052
   Sacramento, CA 95819
ONLINE PAYMENT INSTRUCTIONS

1. From the Sac State main page (www.csus.edu) use the magnifying glass to click on My Sac State.

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

3. Click on the “Student Center” link.
4. Click on “Account Inquiry”

5. Click on “Make an Online Payment”.
6. Click on “Make Payment”.

7. Click on the payment you would like to make.
8. Select the term, and click on Continue.

9. Select your method of payment and click “Continue”.
10. Enter your credit card or bank account information and click “Continue”.

11. Check the fee acknowledgement box and click “Continue”.

Your transaction is complete and you should receive an email confirmation shortly.