# Paying ACE Fee

**Payment must be received by 10/28/22 in order to earn college credit for your coursework.**

**Option A: Pay Online**

1. You MUST establish a My Sac State identity. Please click here to create a My Sac State log-in and password.

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

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

4. Click on the “Student Center” link.

5. Click on “Account Inquiry.”

6. Click on “Make an Online Payment.”
7. Click on “Make a Payment”

8. Check the box next to the fee you would like to pay

9. Select the term and click Checkout

10. Select your method of payment and follow prompts to complete payment

11. Check box to accept terms and conditions, click Continue

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

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**OPTION B: PAY BY MAIL**

Make check payable to “CSUS”. In the notes/memo section please include: “ACE - Student Name, Student ID Number” (found in your email).

[example: ACE – Herky T. Hornet, 123456789]

Send a personal check or money order to:

**Sacramento State**
Bursar’s Office
6000 J Street, MS 6052
Sacramento, CA 95819