


ONLINE PAYMENT INSTRUCTIONS

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



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



3. Click on the "Student Center" link.

The screenshot shows the MySACSTATE website interface. At the top left is the MySACSTATE logo. To the right are links for Sign Out, Site Map, and Help, along with a search bar. Below this is a navigation menu with buttons for Home, Student Services, Library, Academics, and My Stuff. The main content area is divided into several sections: Password Alert (with a padlock icon and text about password expiration), MySacState Messages (showing 0 unopened/3 total messages), SacLink E-Mail (with an inbox count of 0), Images of Sac State (featuring a student in a lab), and Student Center (with a red circle around the 'Student Center' link and another red circle around the 'Purchase your textbooks' link).

4. Click on "Account Inquiry".

The screenshot shows the Sacramento State Student Center website. At the top left is the Sacramento State logo with the tagline 'Leadership begins here.' and a 'Welcome' banner. Below the banner is a breadcrumb trail: Favorites | Main Menu > Self Service > Student Center. The main content area is titled 'Student Center' and is organized into several sections: Academics (with a search bar and a table for Fall 2013 Schedule), Finances (with 'My Account' and 'Account Inquiry' links circled in red), and Financial Aid. On the right side, there are several utility boxes: 'SEARCH FOR CLASSES', 'Holds' (with a details link), 'To Do List' (showing 'No To Do's'), 'Advisor' (with 'Program Advisor' and 'EOP Advising' and a details link), and 'Important Links' (with links for 'Register to Vote' and 'Federal Work Study Changes').

Fall 2013 Schedule	
Class	Schedule
CRJ 123-05	TuTh 5:30PM
LEC (86765)	Douglass Hall

5. Click on “Make an Online Payment”.

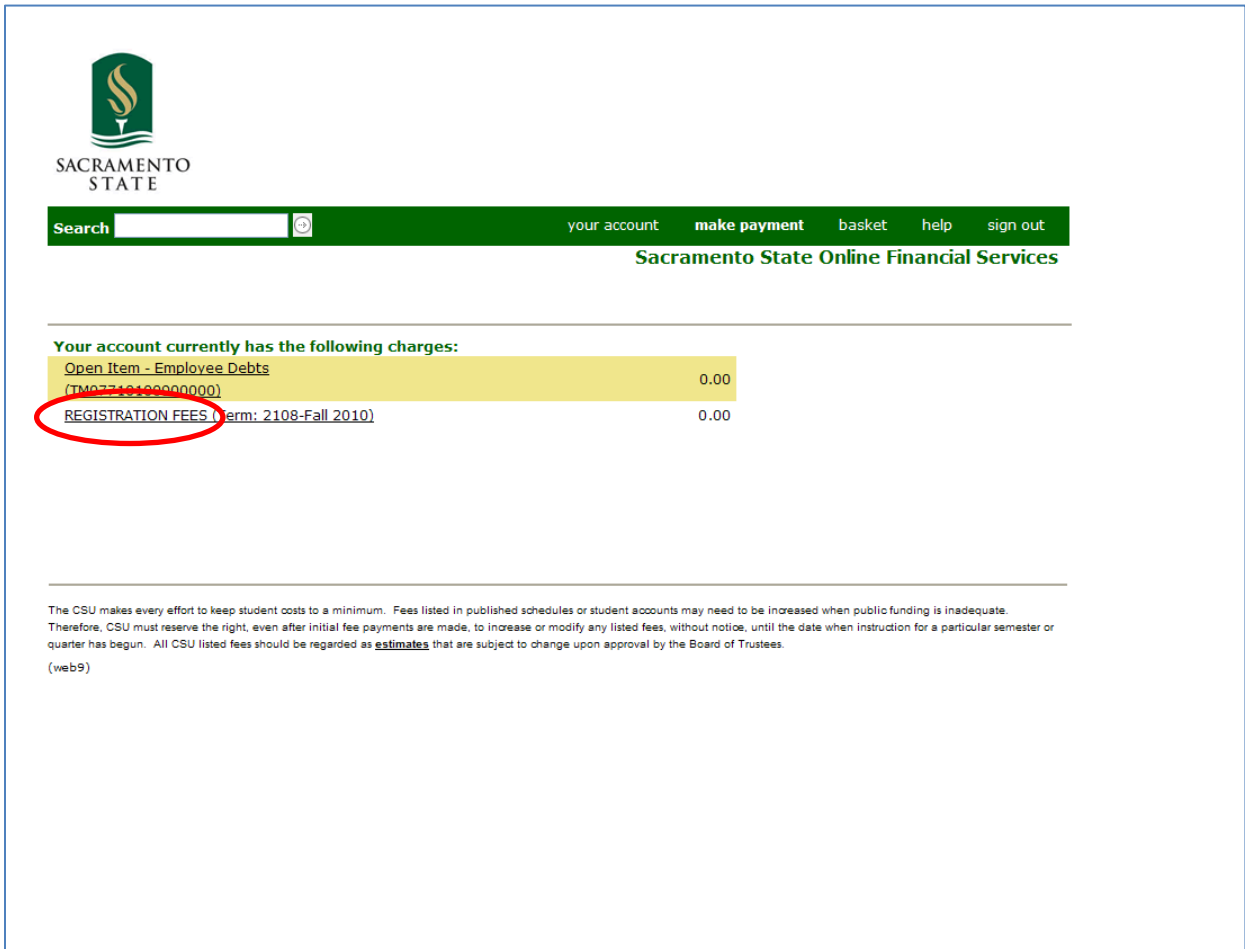
The screenshot shows the Sacramento State online financial services interface. At the top, there is a navigation bar with 'Welcome' and 'Student Center'. Below this, there are tabs for 'Account Inquiry' and 'Account Services'. Under 'Account Inquiry', there are sub-tabs for 'activity', 'charges due', 'invoice', and 'summary'. The 'charges due' tab is selected, leading to the 'Account Activity' section. This section includes a 'View by' filter and a date range selector set to 'From 02/20/2013 To 08/20/2013'. Below the filter is a table of charges. At the bottom right, there are three buttons: 'MAKE AN ONLINE PAYMENT' (circled in red), 'EREFUND', and 'PURCHASE A PARKING PERMIT'.

Posted Date	Description	Term	Charge	Due Date
05/09/2013	ASI Fee	Fall 2013	63.00	05/23/2013
05/09/2013	Facilities Fee	Fall 2013	16.00	05/23/2013
05/09/2013	IRA Fee	Fall 2013	8.00	05/23/2013
05/09/2013	Intercollegiate Athletics Fee	Fall 2013	132.00	05/23/2013
05/09/2013	Newspaper Fee	Fall 2013	3.00	05/23/2013
05/09/2013	Recreational Sports Fee	Fall 2013	13.00	05/23/2013
05/09/2013	Student Health & Coun Svcs Fee	Fall 2013	115.50	05/23/2013
05/09/2013	Transportation Fee	Fall 2013	18.00	05/23/2013
05/09/2013	Tuition Fee UG	Fall 2013	2,736.00	05/23/2013
05/09/2013	University Union Fee	Fall 2013	209.50	05/23/2013

6. Click on “Make Payment”.

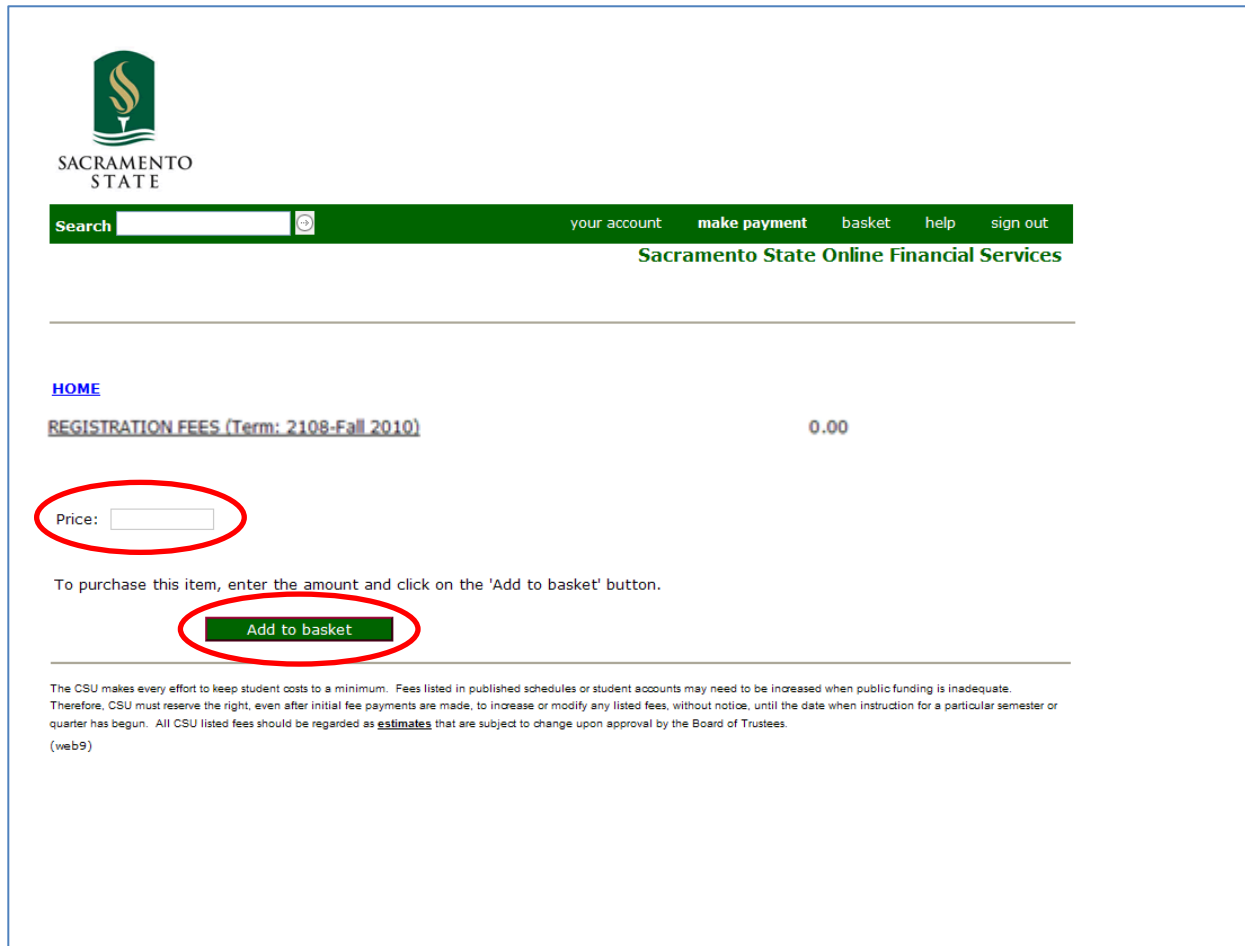
The screenshot shows the Sacramento State online financial services account page. At the top left is the Sacramento State logo. Below it is a search bar and a navigation bar with links for 'your account', 'make payment' (circled in red), 'basket', 'help', and 'sign out'. Below the navigation bar is the title 'Sacramento State Online Financial Services'. The main content area is divided into several sections: 'Your Account' showing a current balance of 0.00; 'Your Recent Payments' showing a payment of \$40.00 on 01/27/2010; 'eRefund' showing 'EREFUND: Enrolled'; and 'Parent PINs' showing 'You currently have no Parent PINs set up.'.

7. Click on the payment you would like to make.



The screenshot shows the Sacramento State Online Financial Services interface. At the top left is the Sacramento State logo. Below it is a search bar and a navigation menu with links for 'your account', 'make payment', 'basket', 'help', and 'sign out'. The page title is 'Sacramento State Online Financial Services'. A section titled 'Your account currently has the following charges:' lists two items: 'Open Item - Employee Debts (TM07740400000000)' with a value of 0.00, and 'REGISTRATION FEES (Term: 2108-Fall 2010)' with a value of 0.00. The 'REGISTRATION FEES' item is circled in red. Below the list is a disclaimer: '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 public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees. (web9)'

8. If you are on the Installment Payment Plan you may enter the amount you would like to deposit in the "Price" field. Then click "Add to Basket".



The screenshot shows the Sacramento State Online Financial Services interface. At the top left is the Sacramento State logo. Below it is a search bar and a navigation menu with links for 'your account', 'make payment', 'basket', 'help', and 'sign out'. The page title is 'Sacramento State Online Financial Services'. A section titled 'HOME' shows 'REGISTRATION FEES (Term: 2108-Fall 2010)' with a value of 0.00. Below this is a 'Price:' input field, which is circled in red. Below the input field is the text: 'To purchase this item, enter the amount and click on the 'Add to basket' button.' Below this text is a green 'Add to basket' button, which is also circled in red. Below the button is a disclaimer: '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 public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees. (web9)'

9. Review your basket contents and if correct click on “Checkout”.

SACRAMENTO STATE

Search [input] your account make payment basket help sign out

Sacramento State Online Financial Services

Registration Fees	Edit Delete	\$5.00
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Total Amount \$5.00

Continue Shopping Checkout

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 public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees.

(web9)

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

SACRAMENTO STATE

Search [input] your account make payment basket help sign out

Sacramento State Online Financial Services

Select Method of Payment

- Enter new ATM/debit card information(NEW!) What is this?
- Enter new credit card information
- Enter new electronic check information
- savings acct (Checking account ending in 3850)

Continue Checkout

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(web9)

11. Check the fee acknowledgement box and click on "Continue Checkout".

SACRAMENTO STATE
CASHNet SMARTPAY

Search your account make payment basket help sign out
Sacramento State Online Financial Services

This site is owned and operated by CASHNet®.

If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of \$0.14.

This charge is assessed by CASHNet®. Service charges are included in your transaction and are paid directly to CASHNet®. Service Charges are non-refundable.

acknowledge that I have read and accept the [terms and conditions](#) of the CASHNet® User Agreement and I understand that my transaction includes a non-refundable service charge of \$0.14 for the use of CASHNet® SmartPay.

Review Charges Cancel My Transaction **Continue Checkout**

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(web9)

12. Enter your debit card, credit card or electronic check information and click on "Continue Checkout".

SACRAMENTO STATE
CASHNet SMARTPAY

Search your account make payment basket help sign out
Sacramento State Online Financial Services

Enter credit card information

Credit Card Number We accept:

Expiration Month Select Month

Expiration Year Select Year

Cardholder Name *

Address * Enter the address where you receive the bill for this card.

City

State/Province/Region

Zip/Postal Code

Country United States

Card ID Code Enter the three or four digit code from your card. [Help](#)

Email Address

(Optional) Please provide a name for this payment method to be saved for future use :
 ex: 'MyCreditCard'

(You'll have a chance to review this order before it's final)
Continue Checkout

13. Review your payment amount and if correct click on “Submit Payment”.

SACRAMENTO STATE
CASHNet SMARTPAY

Search your account make payment basket help sign out
Sacramento State Online Financial Services

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items selected

Registration Fees	\$5.00
Convenience Fee	\$0.14
Total Amount	\$5.14

Payment information

Credit Card Number:
Expiration Date:
Cardholder Name:
Address:
City:
State/Province/Region:
Zip/Postal Code:
Country:
Email Address:

[Submit Payment](#)

14. Your transaction is complete!

SACRAMENTO STATE
CASHNet SMARTPAY

Search your account make payment basket help sign out
Sacramento State Online Financial Services

Transaction Approved

Receipt Number : 1187145
SP CC, SP ACH, and SP Pinless Debit Location
Current Date: 06/28/2010

Description	Amount
Registration Fees	\$5.00
Convenience Fee	\$0.14
Total	\$5.14

Payments Received	Amount
SmartPay Credit Card Payment MasterCard XXXXXXXXXXXX Authorization # 603594	\$5.14
Total	\$5.14

Thank you for your payment.
Your receipt has been emailed.

[Email Another Receipt](#)
[View Printable Receipt](#)

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