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Overview
This is a student self-service process guide. It explains to you how to enroll in a payment plan through MyCSUEB.
Enroll in Payment Plan

Navigate to MyCSUEB (https://my.csueastbay.edu)

For the purposes of this business process guide, the development portal is used. You will see that it says MyDevCSUEB as opposed to MyCSUEB.

1. Enter your NetID and Password
2. Click Sign In

The MyCSUEB homepage displays.

3. Click the Student Center hyperlink
Administrative Applications

Student Financials/Enroll in Payment Plan

Your student center displays, under the Finances section:

4. Click the Enroll in Payment Plan hyperlink

The Select Payment Plan page displays.

5. Check the “NON RESIDENT FALL 2010 PPL” bubble

Note: There are only 2 options.

- Resident
- Non-resident

The Plan that displays is based on the students’ residency.

6. Click Next
The Review Installments page displays.

7. Make sure you have selected the correct payment plan.

8. Click Next.

The Agreement page displays.

9. Read through the Agreement.
The Select Payment Plan page displays.

10. Check the “Yes, I have read the agreement” box

11. Click Enroll

12. Print a copy for your record

Note: In case you need to make any corrections, click the Previous button.

The Result page displays.

The “Congratulations” message will pop up informing you that you have successfully enrolled in the selected payment plan.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).