**HOW TO MAKE AN ONLINE PAYMENT**

**Step 1** – Check to see if you have a balance by going to [www.my.csueastbay.edu](http://www.my.csueastbay.edu) and logging in. Once you’ve done this, click on In the “Finances” area, you will see if there are any fees owed. If there are, proceed to Step 2

**Step 2** – Click on “Pay with Credit Card or eCheck” - after clicking on this, a new window will be opened

**Step 3** – Log in to the CSUEB Web Payment Portal

**Step 4** – Click on “ONLINE PAYMENT”

**Step 5** – Enter the amount you wish to pay in the “Price” field then click on “Add to Basket”

**Step 6** – Click on “Checkout”

**Step 7** – Choose your Method of Payment... then click on “Continue Checkout”
PAYING BY CREDIT/DEBIT CARD

- If you choose to pay by credit or debit card, you will be charged a service fee. In order to proceed, you must first agree to the service fee by click the “I acknowledge...” box

  I acknowledge that I have read and accept the terms and conditions that my transaction includes a non-refundable service charge

  then click on Continue Checkout

- On the following screen you will enter the credit card information

- On the following screen you will want to confirm that all the information is correct. If everything is correct, click on Submit Payment to finalize the payment.

PAYING BY ELECTRONIC CHECK

- After clicking on “Enter New Electronic Check Information”, you will be required to enter your bank account information. It is important to read and follow the instructions provided.

  then click on Continue Checkout

- On the following screen you will want to confirm that all the information is correct. If everything is correct, click on Submit Payment to finalize the payment.

PAYING BY FINANCIAL AID

Students receiving Financial Aid: orientation fees can be covered using available financial aid disbursement. Available financial aid will be based on availability of funds that have been dispersed for the appropriate term that the payment is due. Students are responsible for making all fee payments by the deadline.
<table>
<thead>
<tr>
<th>Orientation Type</th>
<th>Orientation Fee</th>
<th>Fee Posted to MyCSUEB</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Orientation</td>
<td>$110</td>
<td>Fall Quarter</td>
<td>Fall Quarter</td>
</tr>
<tr>
<td>Additional Overnight Fee for Two Day Freshman Program</td>
<td>$45</td>
<td>Immediately</td>
<td>Date of program</td>
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<tr>
<td>Transfer On-ground Orientation</td>
<td>$35</td>
<td>Immediately</td>
<td>Date of program</td>
</tr>
<tr>
<td>Transfer Online Orientation</td>
<td>$25</td>
<td>Immediately</td>
<td>Date program is available on Blackboard</td>
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</tbody>
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