How to View/Opt Out of the Student Involvement and Representation Fee (SIRF)

1. Navigate to MyCSUEB and Login as on the Student Self Service

2. Select Student Center

3. After completing your class enrollment, scroll down to Finances

4. Click on the “other financial” drop down menu and choose:
   1) Account Activity
   2) Go button
5. **Account Activity Window**

Click **View All** at the top of the column to see all fees.

1. **Click the button** to view information about SIRF.

   A pop up screen explaining SIRF will appear.

### SIRF Involvement and Representation Fee explanation

6. **To opt out from paying SIRF**

   Click on the **OPT OUT** hyperlink.

7. **SIRF Opt Out Process.**

   1. After clicking **OPT OUT**, you will be prompted to select an **Opt Out Reason**.
   2. After selecting a reason, select **Opt Out**
   3. If you do not want to opt out, click **Go Back**
8. Once you've opted out, use the Account Activity > Activity Tab to verify the action.

The $2 fee will be credited.