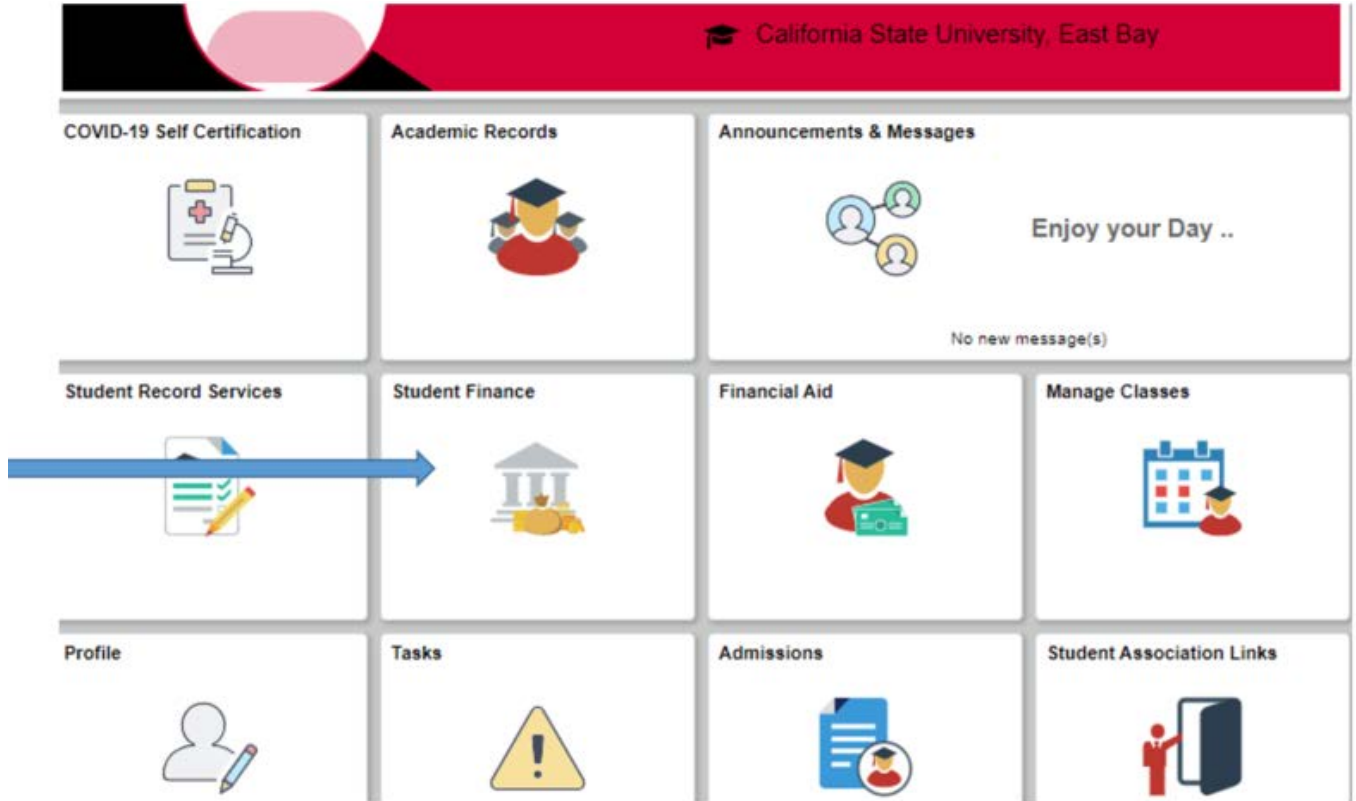


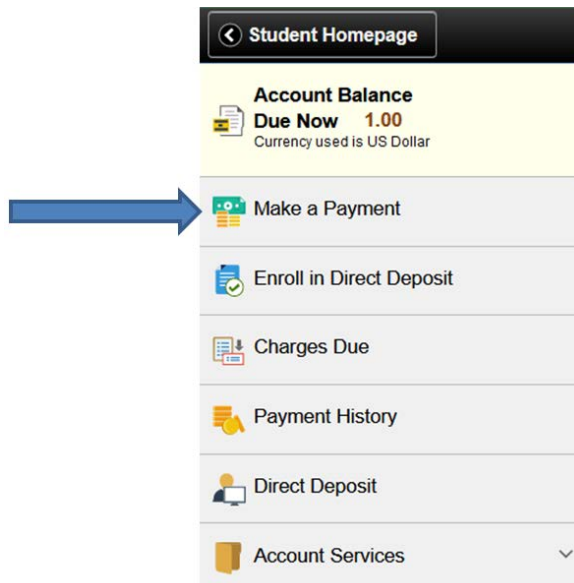
# How to Make an Installment Payment / Partial Payment

Navigation: [MyCSUEB](#) > Student Homepage > Student Finance tile > Make a Payment > Pay Now

## 1. Log in to MyCSUEB and select the “Student Finance” tile



## 2. Select “Make a Payment”



3. Select “Pay Now” then login to the CSUEB Web Payment Portal with your NetID and password.

The screenshot shows the 'Student Homepage' with a navigation menu on the left containing: Account Balance (Due Now 1.00), Make a Payment (highlighted in green), Enroll in Direct Deposit, Charges Due, Payment History, Direct Deposit, and Account Services. The main content area is titled 'Make a Payment' and includes a yellow box with the text 'Pay with Credit Card, Check or Intern...' and 'If you are ready to make a payment...'. A 'Pay Now' button is visible, with a blue arrow pointing to it from the right. A disclaimer at the bottom states: '\* The CSU makes every effort to keep studer are initially charged or initial fee payments are quarter has begun. All CSU listed fees should made in accordance with the requirements of

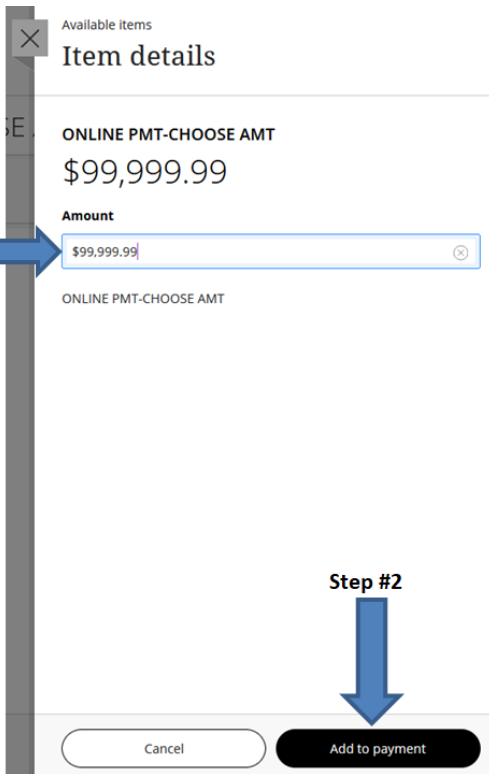
4. From the “Available Items” section, choose “ONLINE PAYMENT–CHOOSE AMT”

The screenshot shows the 'Available items' section with a dark sidebar on the left containing 'Help' and 'Sign Out' options. Three items are listed: 'MSA Program Deposit Payment' (For MSA Program Only), 'ONLINE PAYMENT-CHOOSE AMT' (Choose Amount to Pay), and 'Orientation for Non-Students' (Family / Parent & Guests). A large blue arrow points down to the 'ONLINE PAYMENT-CHOOSE AMT' item.

5. Click “ONLINE PMT-CHOOSE AMT” on the next screen

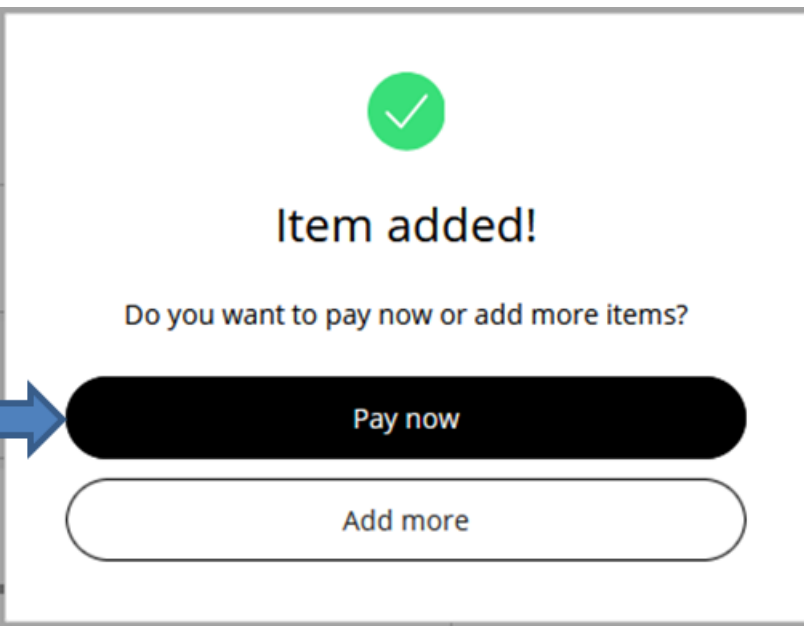
The screenshot shows the 'Items' section with a single item card for 'ONLINE PMT-CHOOSE AMT'. Below the item name is a blue link labeled 'View details'. A blue arrow points from the left towards the item card.

6. Now... **Step #1** – enter the amount you wish to pay in the “Amount” box;  
**Step #2** – click “Add to payment”



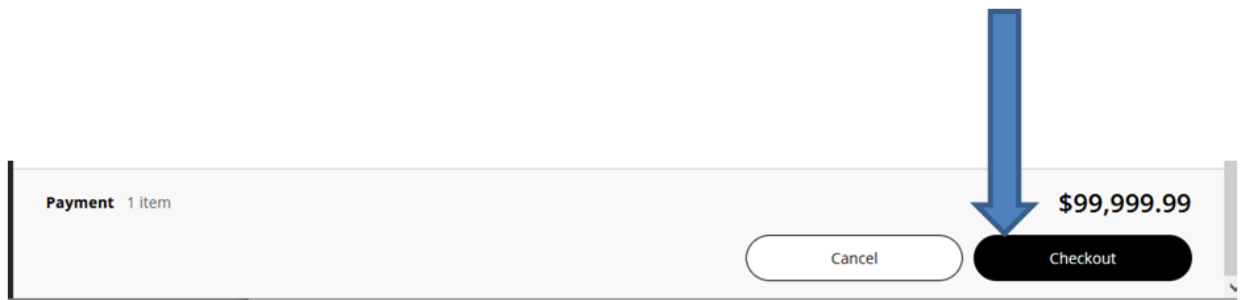
The screenshot shows a dialog box titled "Available items" with a close button (X) in the top left corner. Below the title is the heading "Item details". The main content area displays "ONLINE PMT-CHOOSE AMT" followed by the amount "\$99,999.99". Below this, there is a label "Amount" and a text input field containing "\$99,999.99". A blue arrow labeled "Step #1" points to this input field. Below the input field, the text "ONLINE PMT-CHOOSE AMT" is repeated. At the bottom of the dialog, there are two buttons: a white "Cancel" button and a black "Add to payment" button. A blue arrow labeled "Step #2" points to the "Add to payment" button.

7. Next, click “Pay now”



The screenshot shows a confirmation dialog box with a green checkmark icon at the top center. Below the icon, the text "Item added!" is displayed. Underneath, the question "Do you want to pay now or add more items?" is shown. At the bottom, there are two buttons: a black "Pay now" button and a white "Add more" button. A blue arrow points to the "Pay now" button.

8. On the next screen you'll have to SCROLL ALL THE WAY DOWN to the bottom of the page and click on "Checkout"



9. Now you'll choose what payment option you wish to use. After making your choice, proceed to enter the required information and complete the checkout process until the very end.

