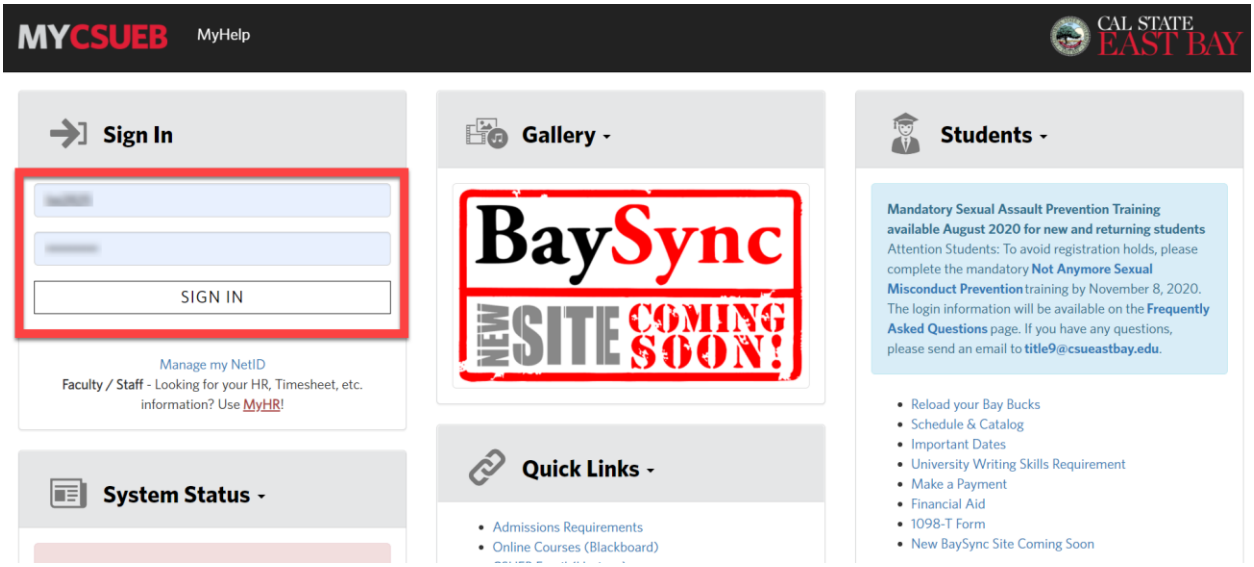
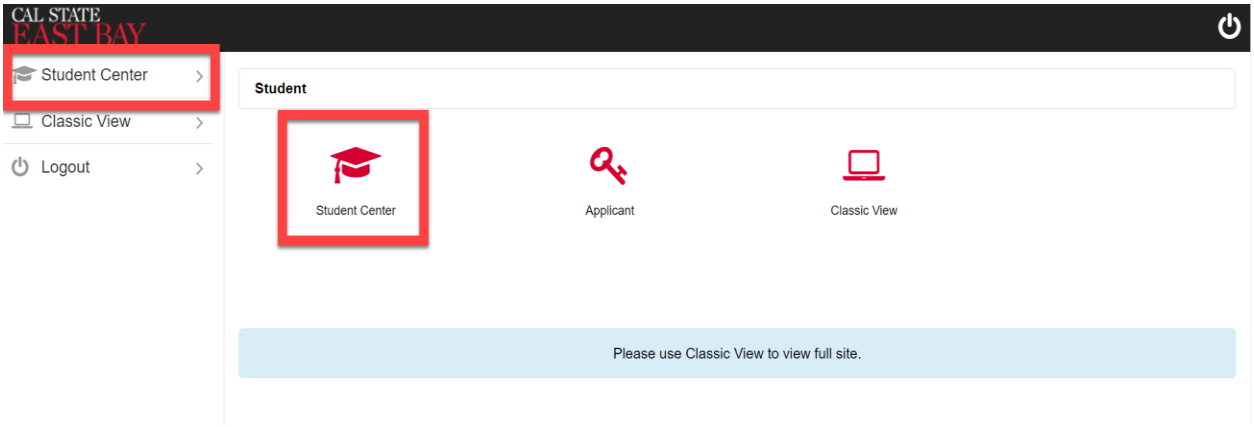
How to Make Online Payments

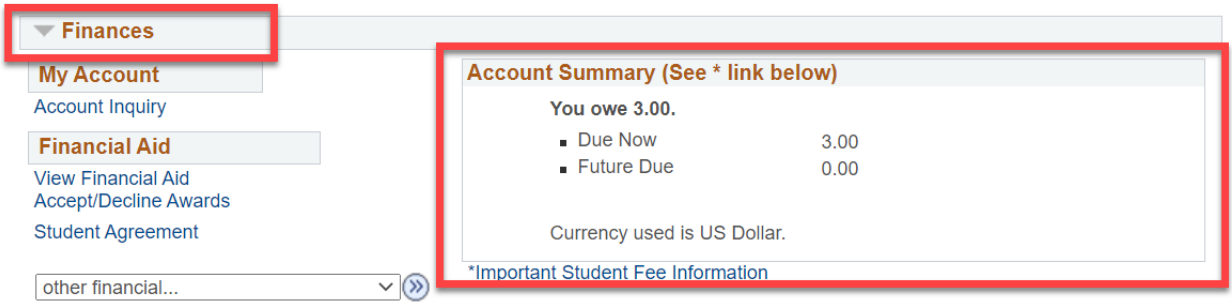
1. Go to MyCSUEB and sign in



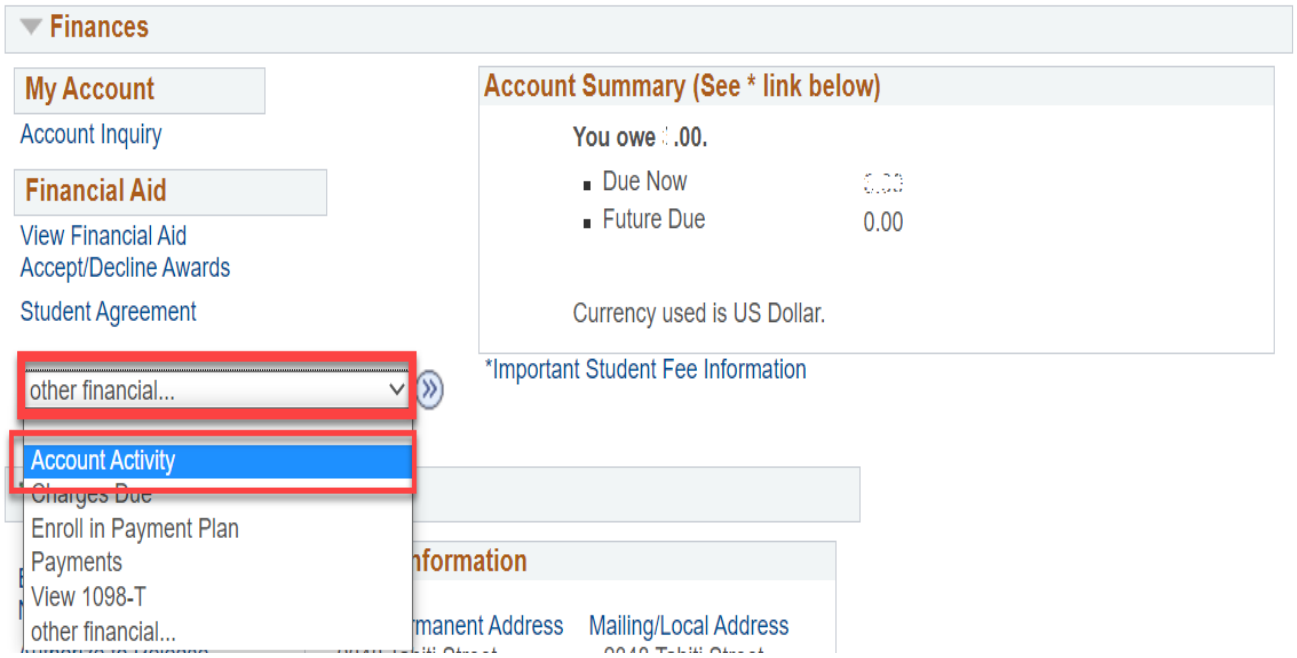
2. Click on "Student Center" (upper left-hand corner or center left-hand)



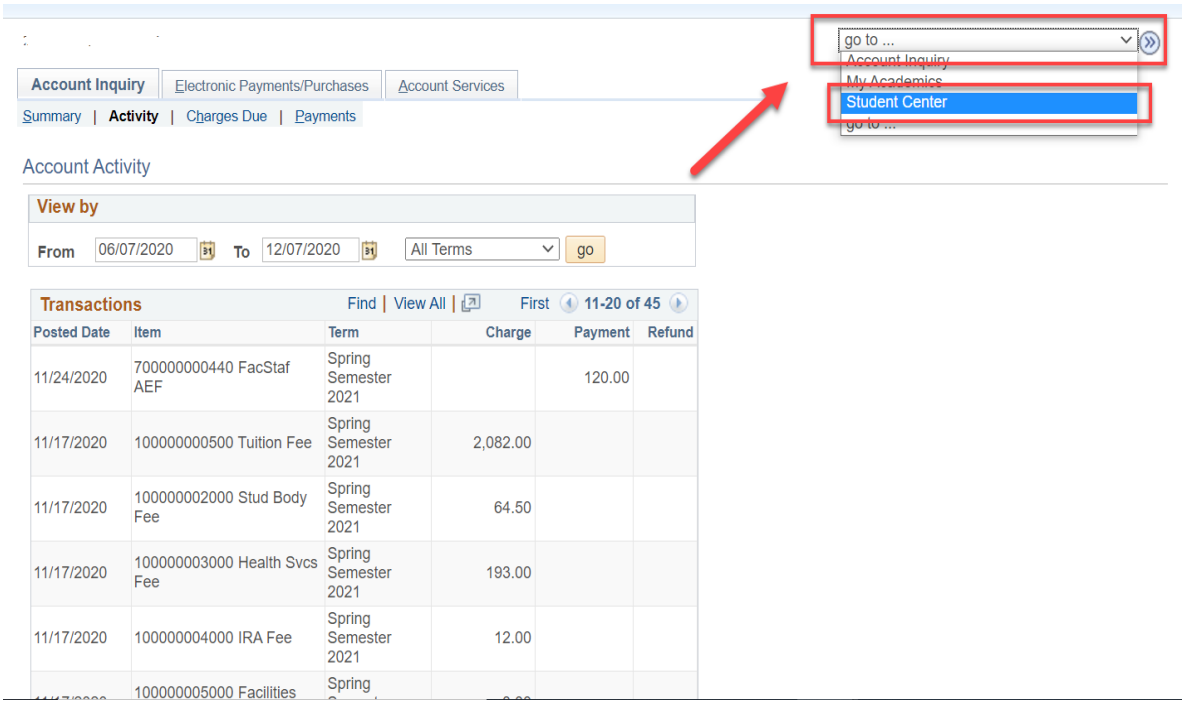
4. In the “Finances” section, you can see your account summary with the amount that is due. Please make a note of the amount.



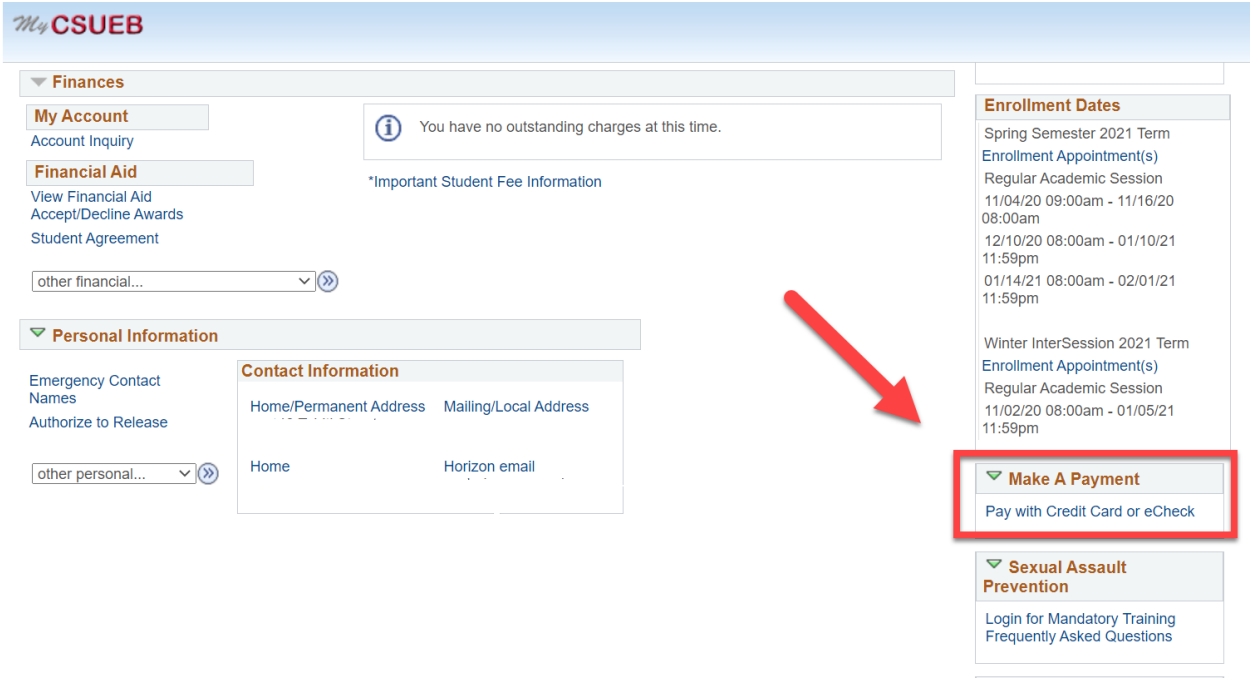
5. To view the details of the charges, click on the "other financial..." box and select “Account Activity”



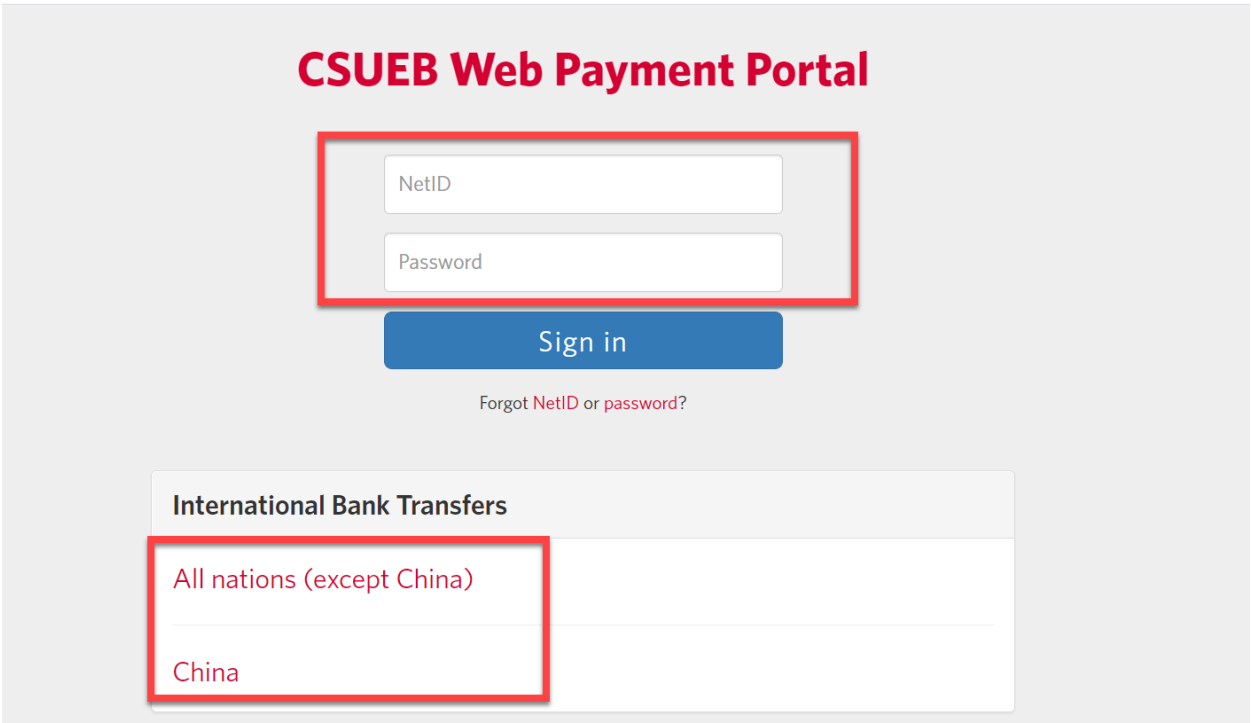
6. After reviewing your account activities, on the top right side of the screen, click on “go to” and select “student center” to head back to the main page.



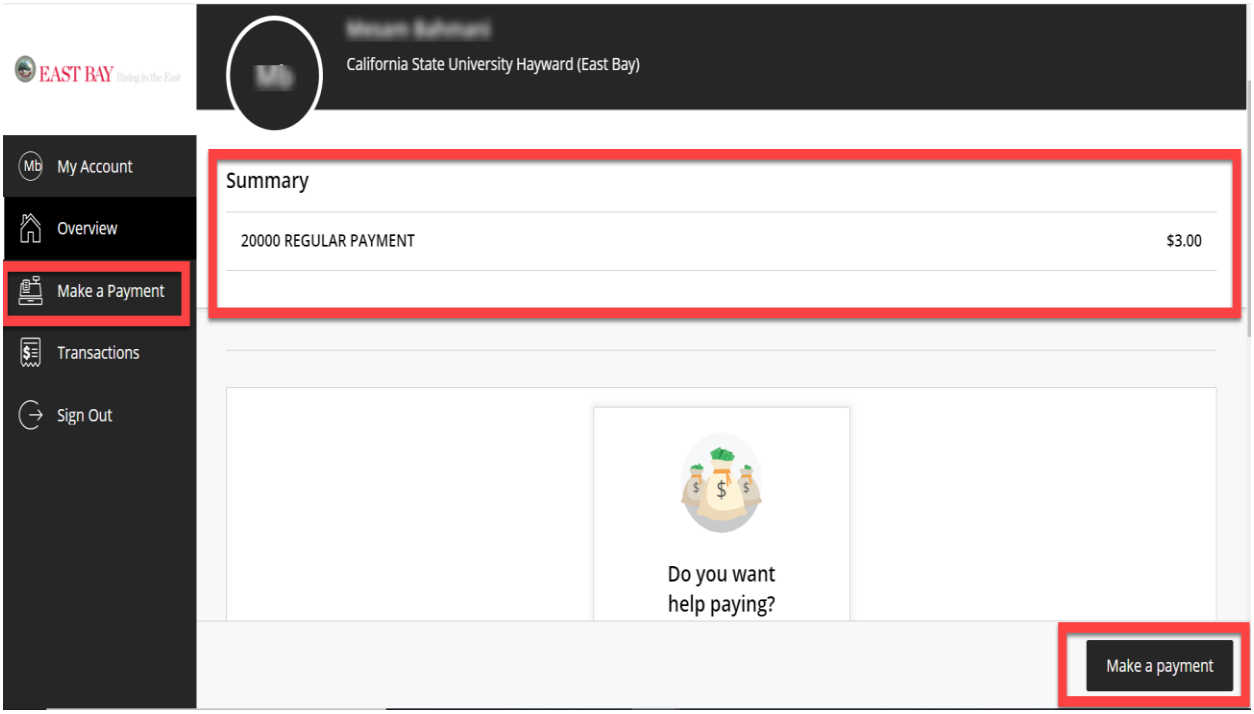
7. In the Student Center page, scroll down to the “Make a Payment” section on the right side of the page, then click on “Pay with Credit Card or eCheck” link.



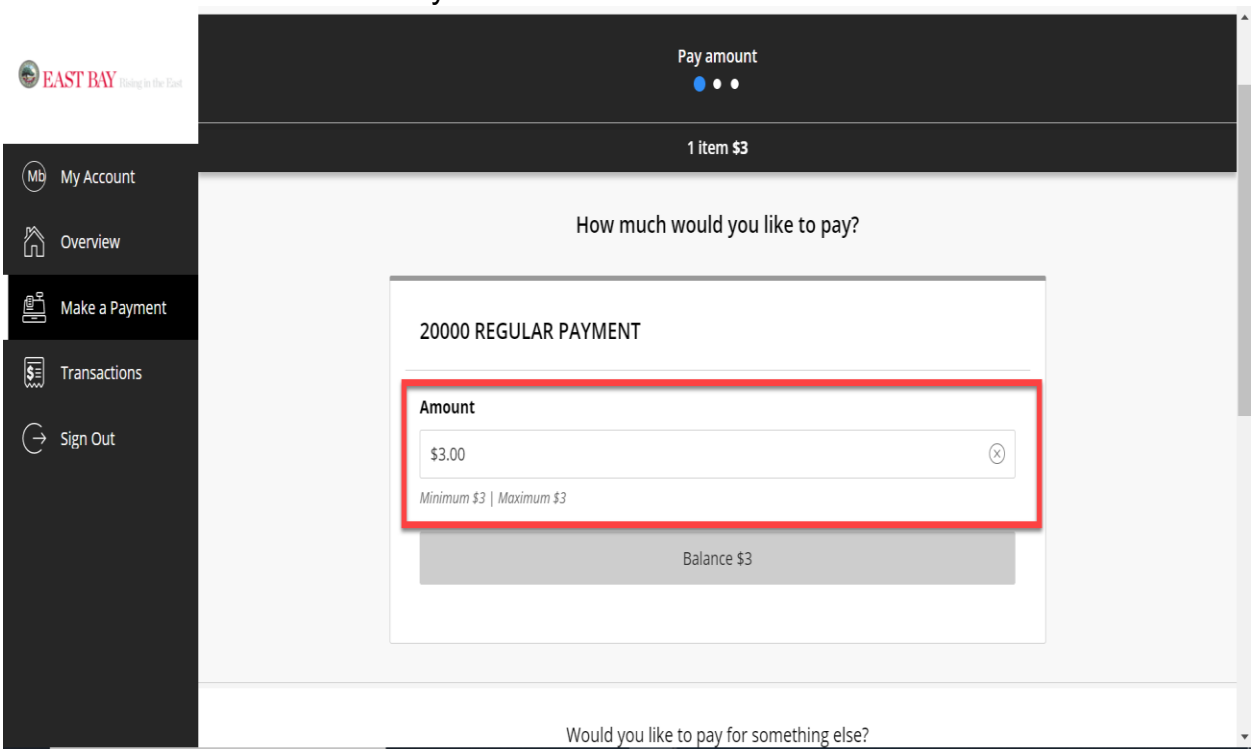
8. In the Payment Portal, sign in with your NetID and password. Under the “International Bank Transfers” section, instructions are provided regarding the two options.



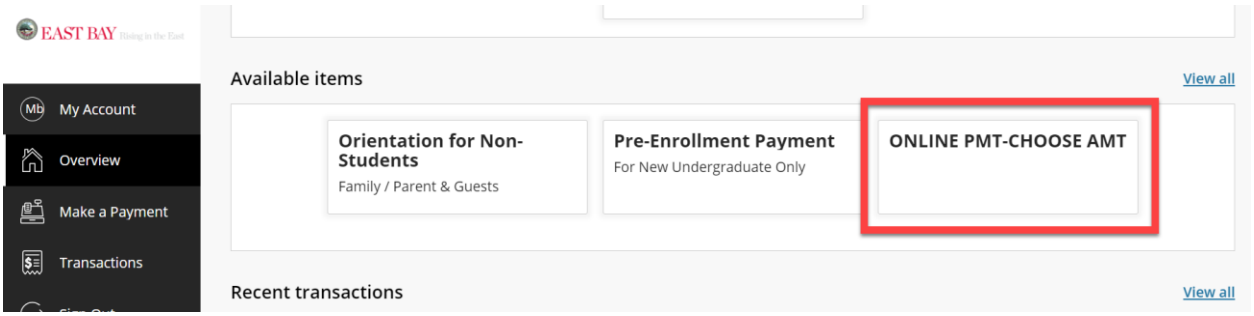
9. A new window will open with a summary of your account balance and recent transactions. The amount shown is your total balance. Click the “Make a Payment” button to continue.



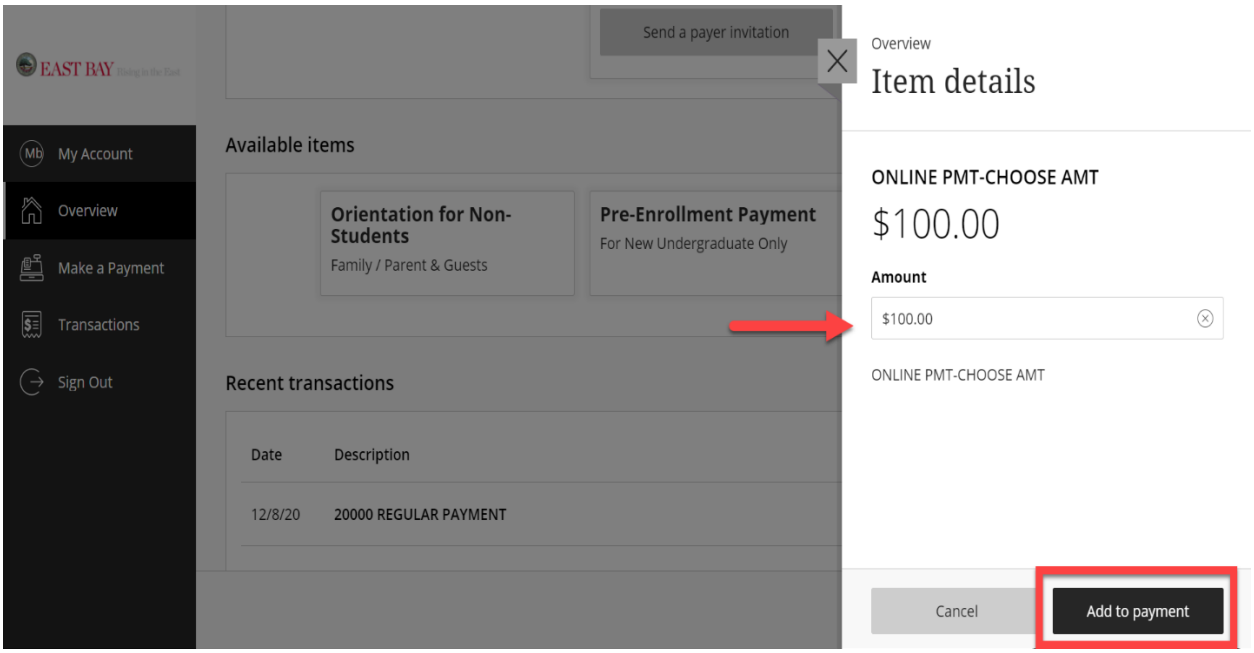
10. The amount will default to your entire account balance.



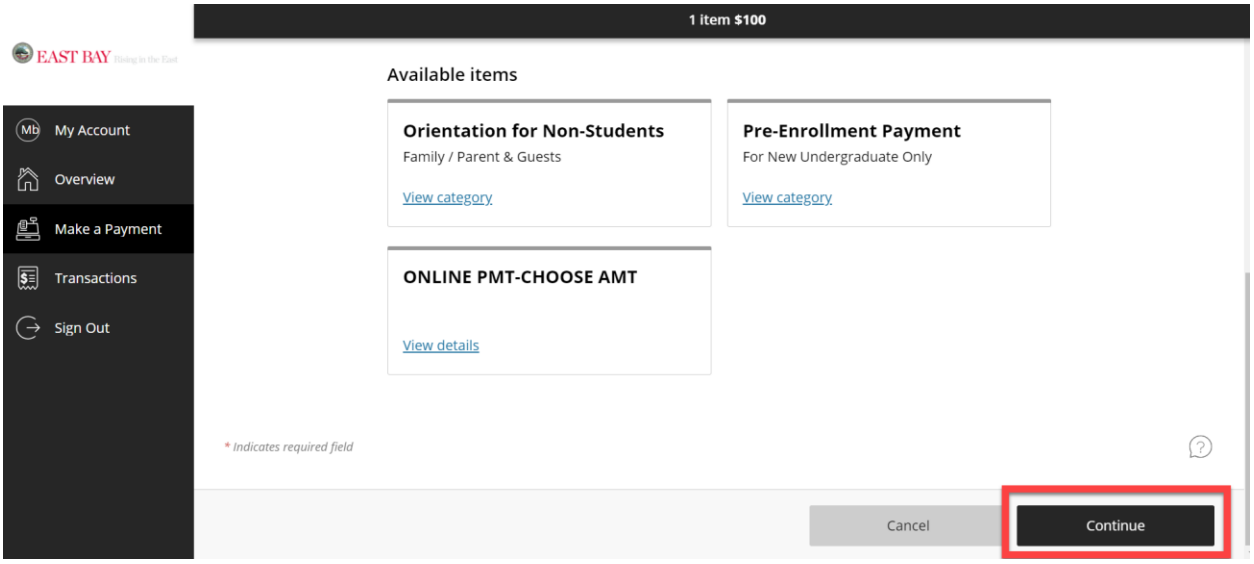
11. If you wish to make a partial payment, click on “ONLINE PMT-CHOOSE AMT”



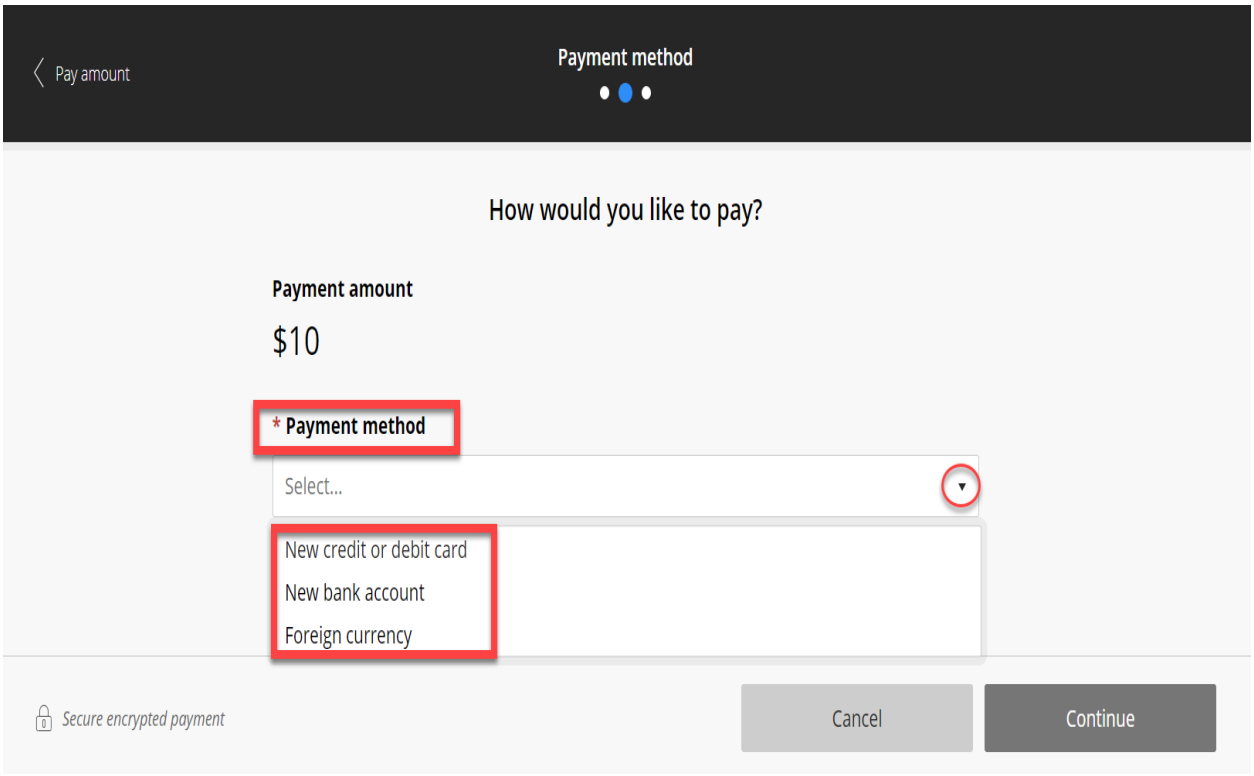
12. Enter the desired amount and click on “Add to payment”



13. Scroll down and click “Continue”.

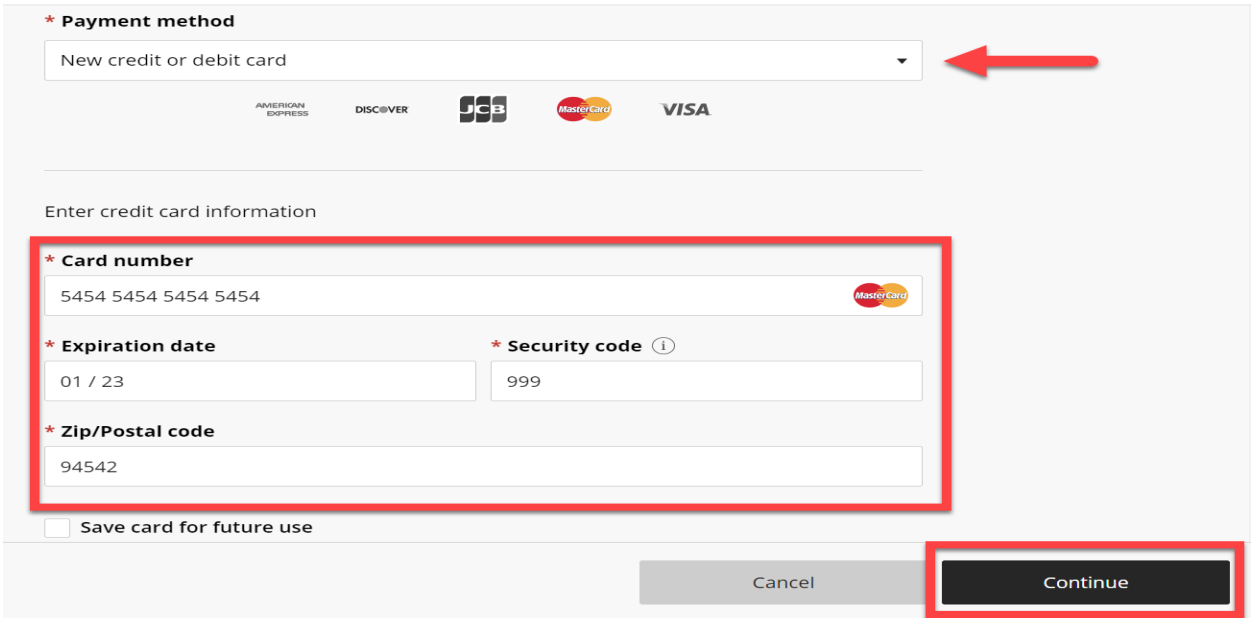


14. On this screen, you are provided with three payment methods. Under “Payment method” choose one of other following options.

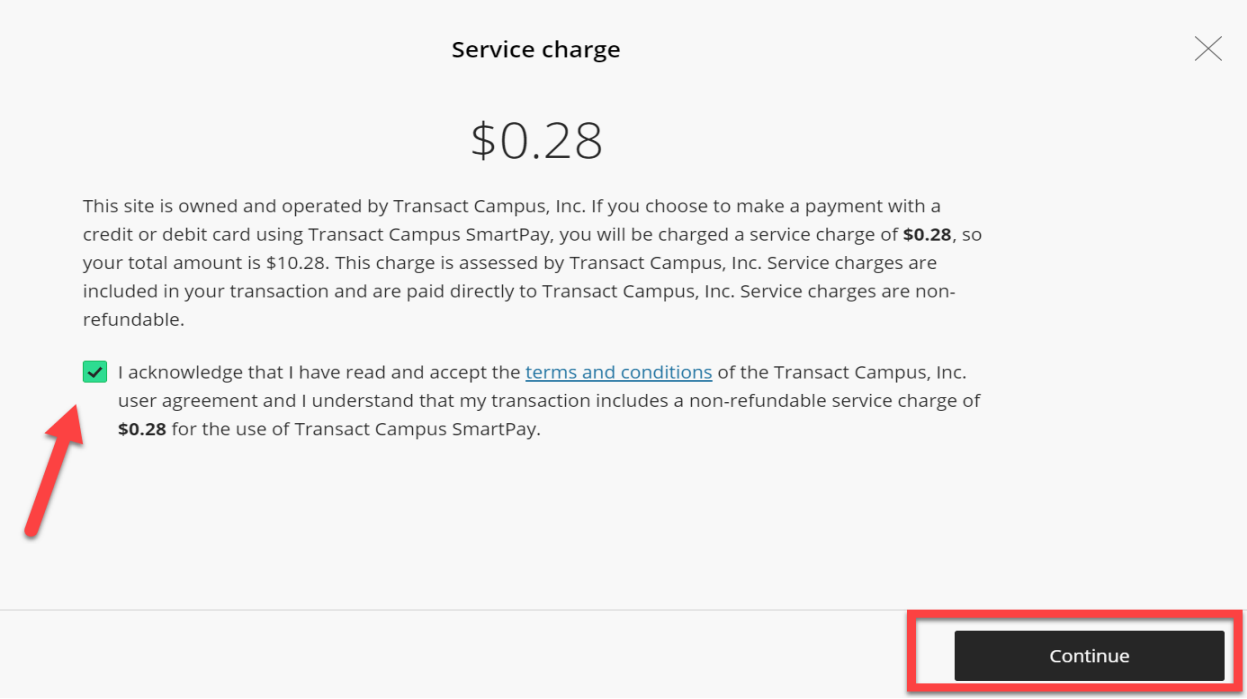


Option 1:

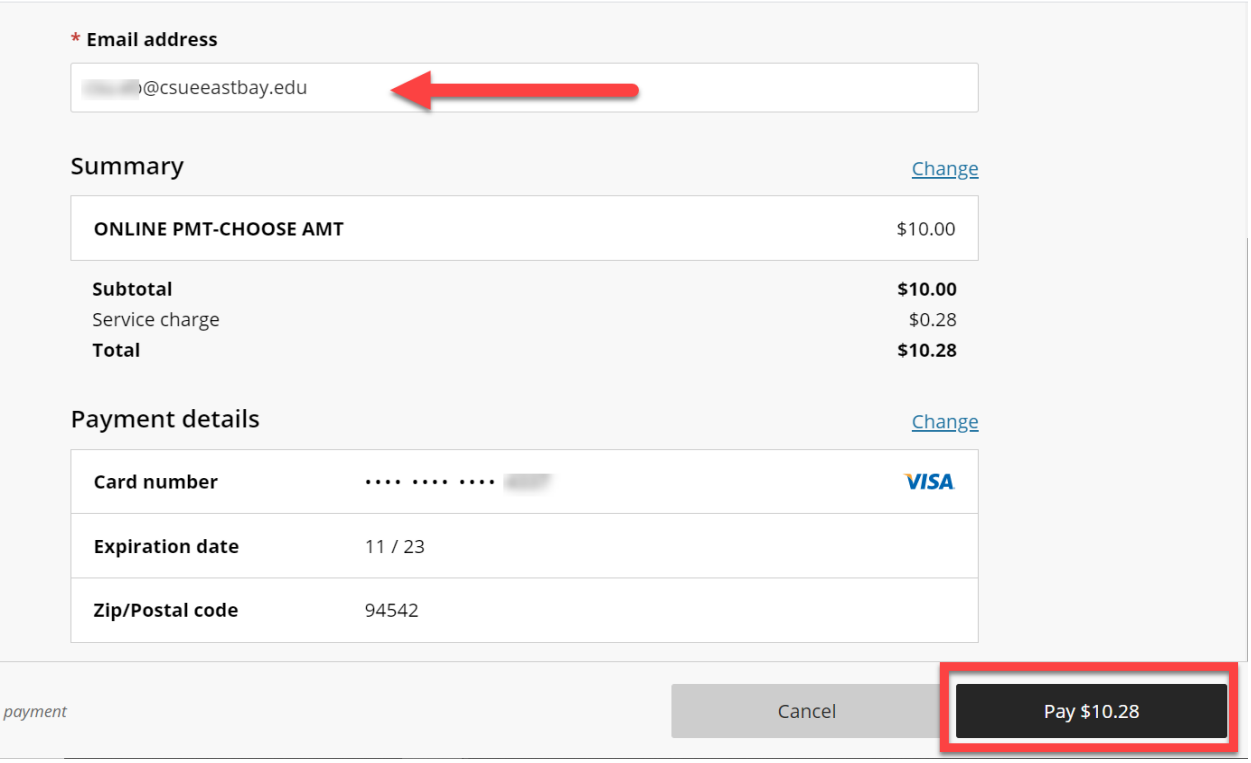
New Credit or debit card - Enter the payment information and click the “Continue” button.



Review and accept the terms and conditions, then click the “Continue” button.



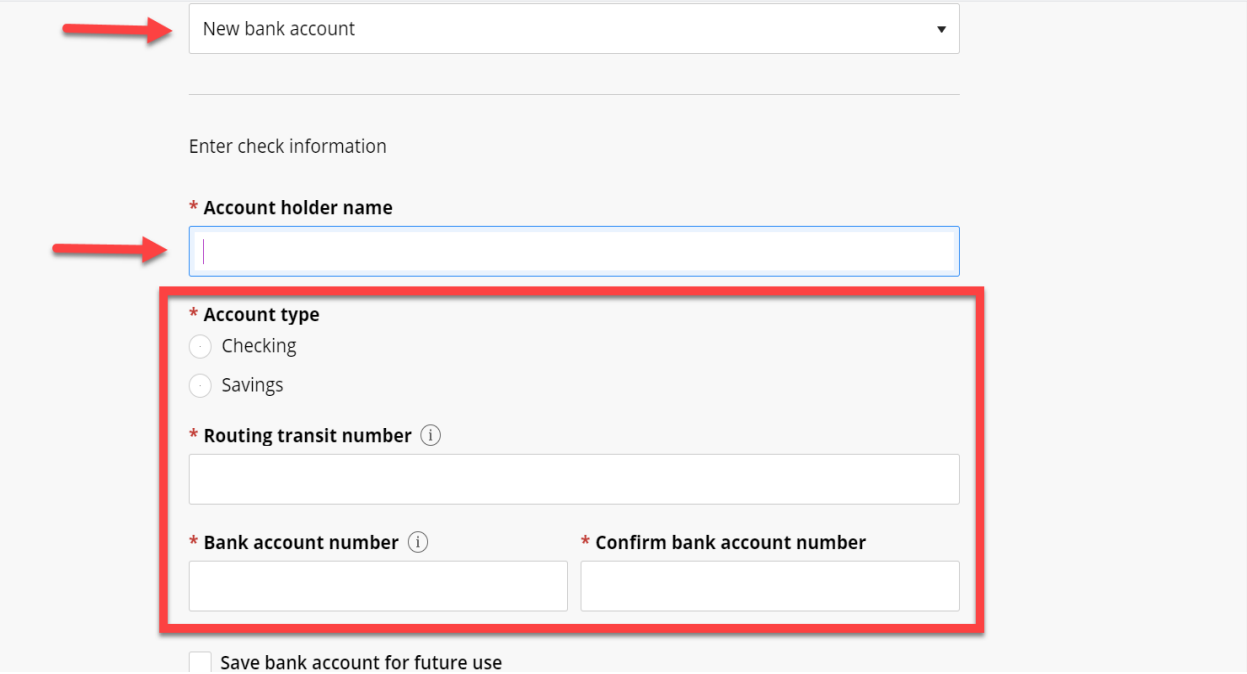
Enter your email address, review the amount you wish to pay, if correct, select “Pay” button.



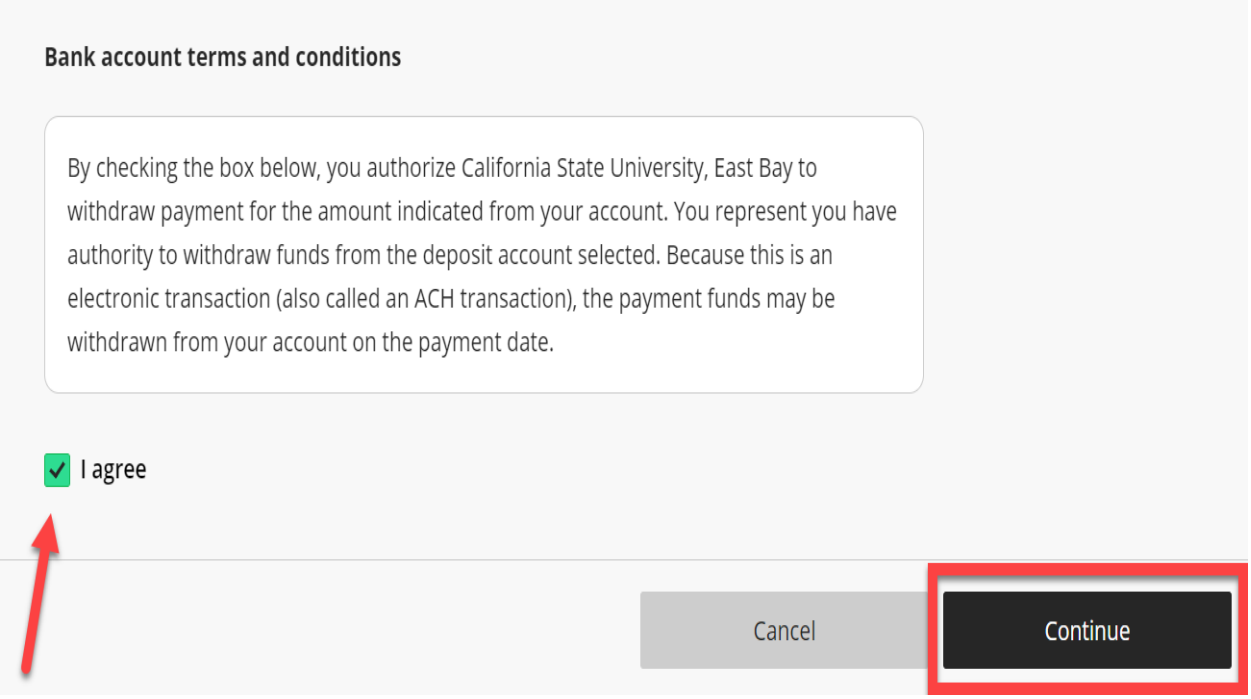
You can click “Cancel” if you wish to cancel the transaction.

Option 2:

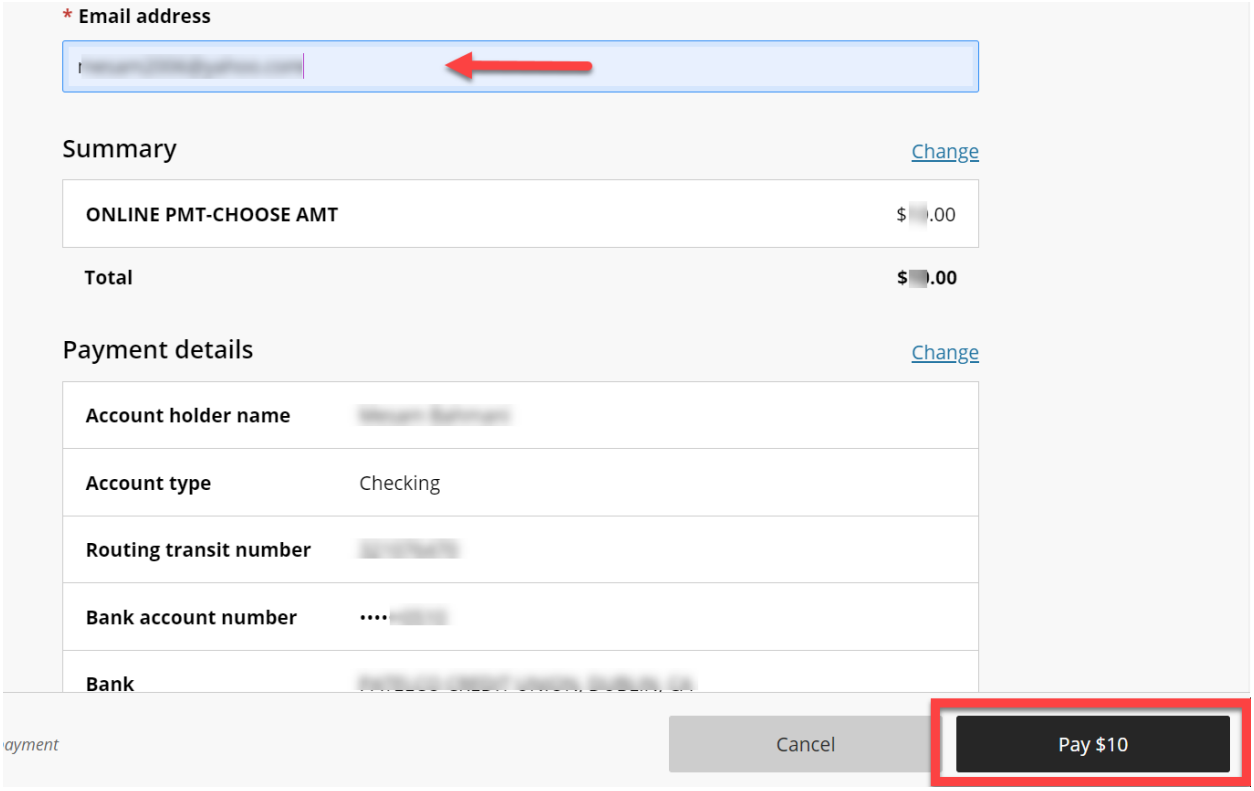
New Bank account (eCheck) - Enter the payment information:



Review and agree to the term and conditions, click on the “Continue” button.

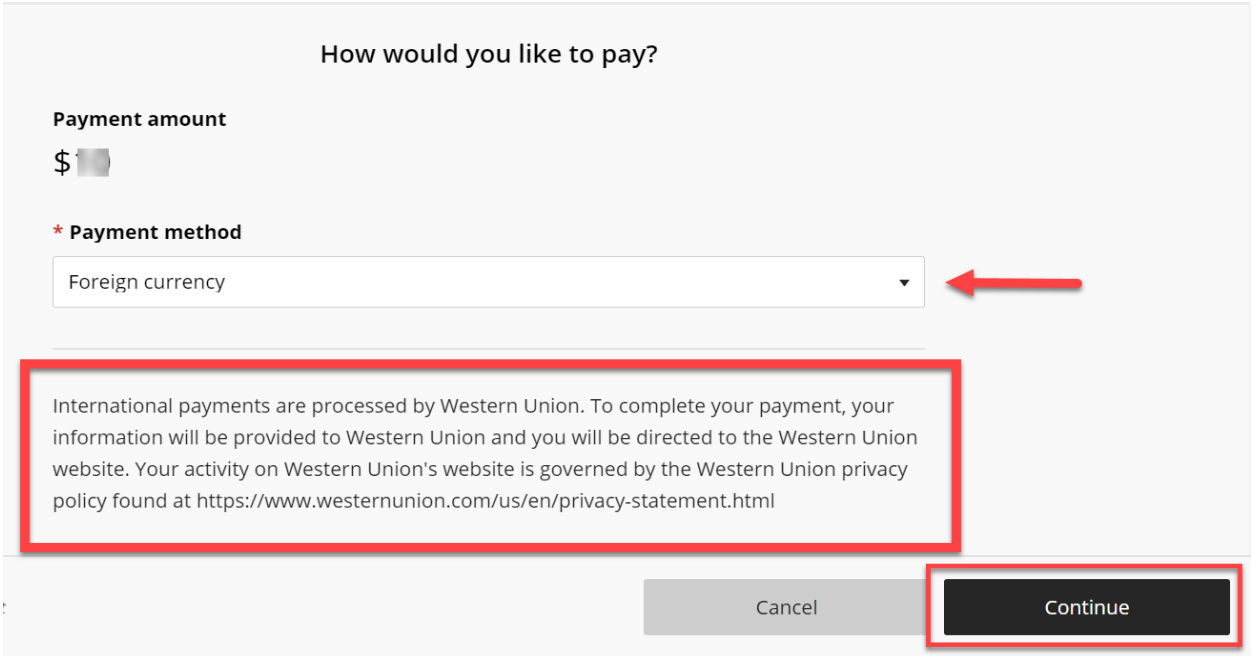


Enter your email address, review the amount you wish to pay, if correct, select “Pay” button.

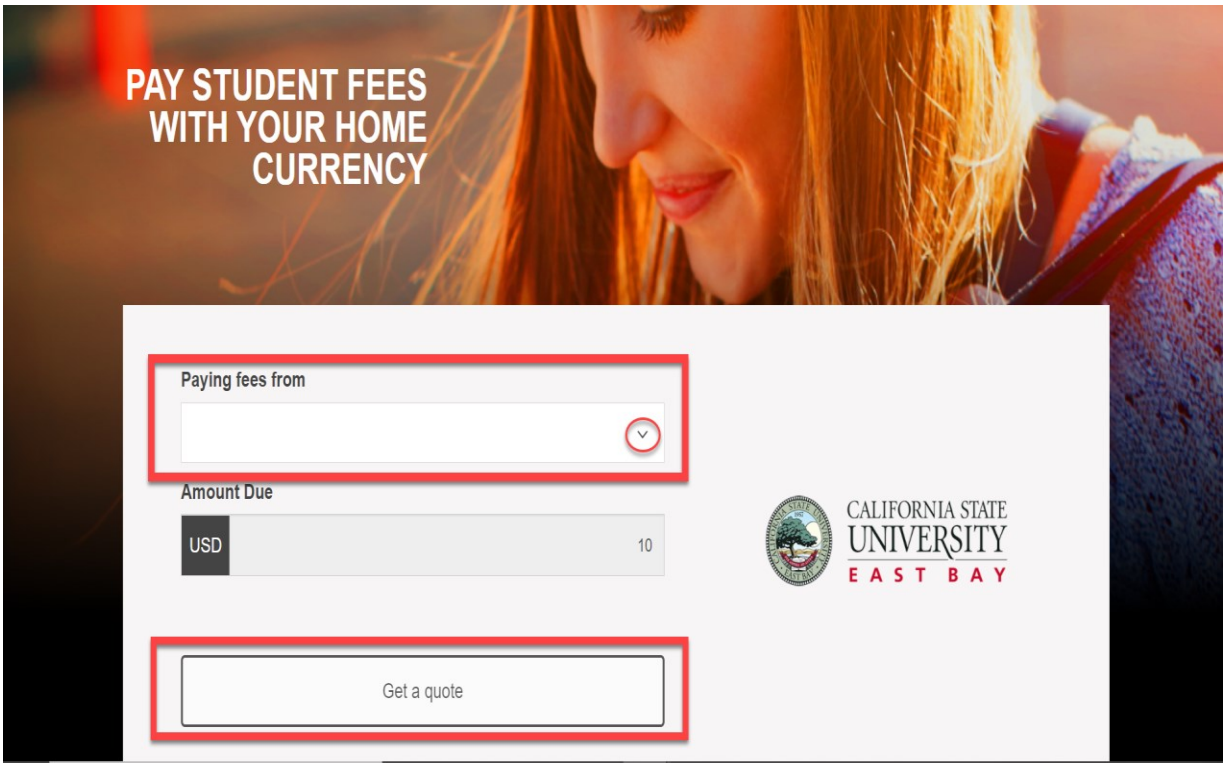


Option 3:

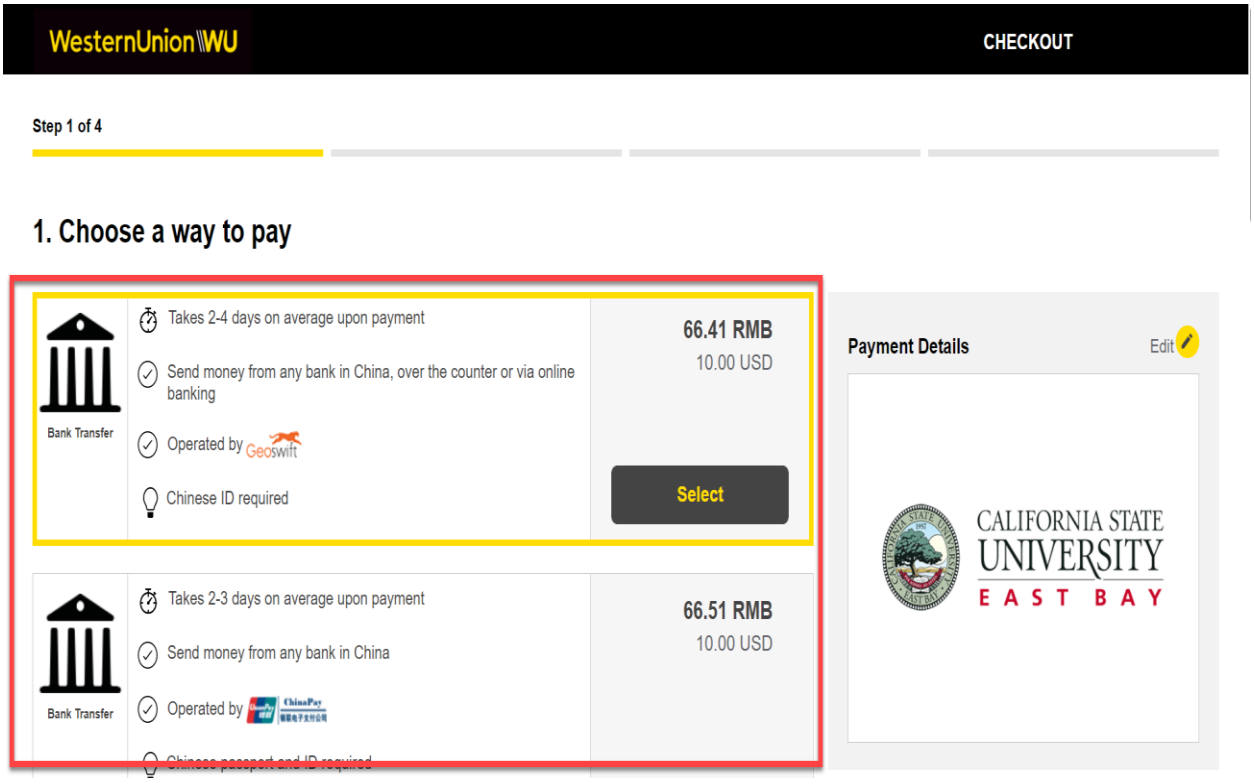
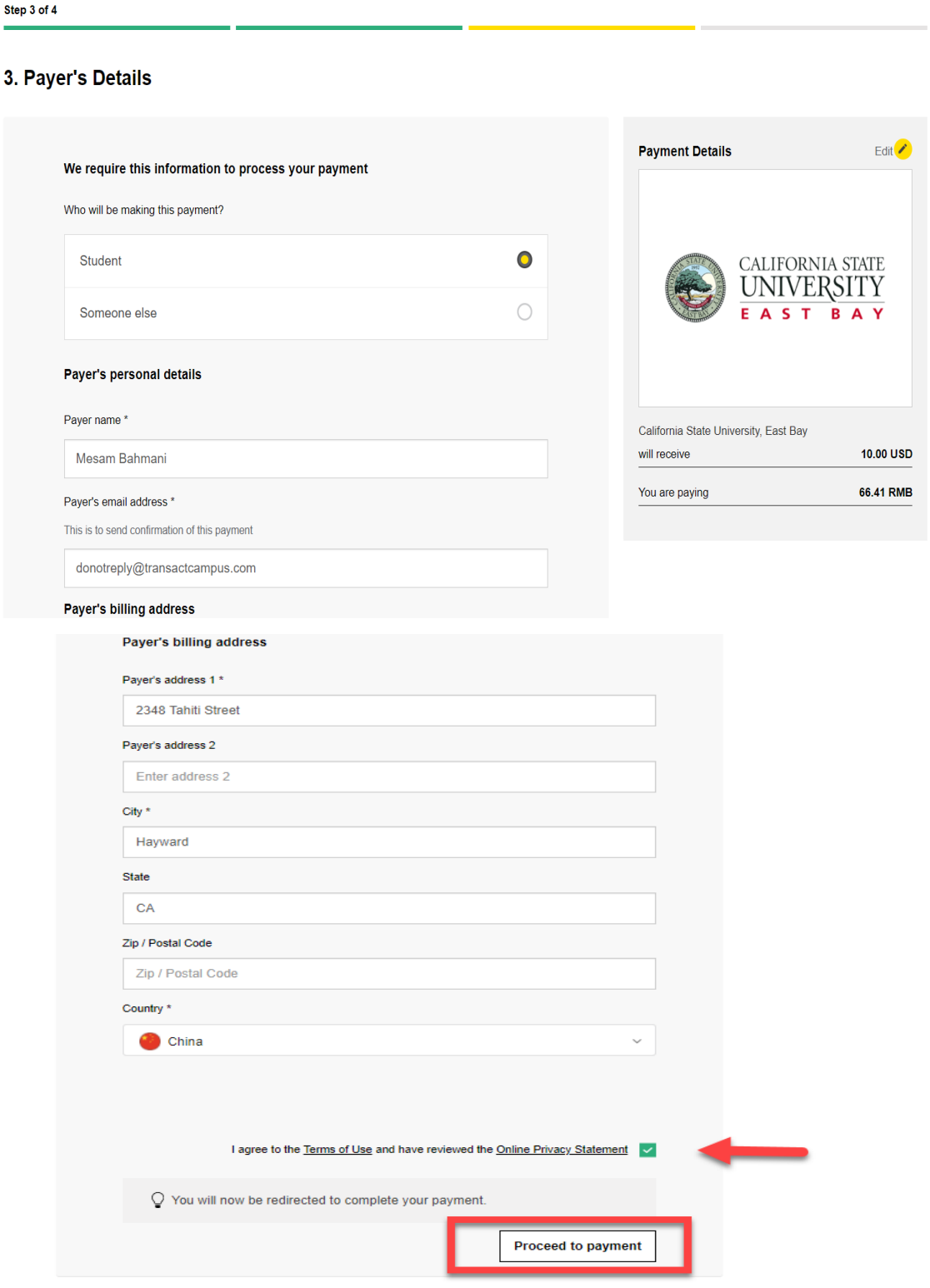
Foreign Currency - Review the provided information and Click on “Continue”.



Under “Paying fees from” click the dropdown menu to select a country. Review the amount and click “Get a quote”.



Review the provided options and click on “Select” button.



Fill out the Payer's Details section, agree to the terms, and select "Proceed to payment" to complete the last step to finalize your payment.