Student Financial Services – How To Guide

HOW TO PAY YOUR INSTALLMENT PAYMENT PLAN ONLINE

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Helpful Tips

- Pay using eCheck from your checking or savings account to avoid paying any processing fees. Make sure you use your bank routing and account number. Please **Do not** use your debit card number when using the eCheck option. Check with your bank if you have any questions.

- View How To View My Owing Balance prior to making a payment. Only pay the "Total Due" for each term, and not the full balance.

- Visit sfs.csusb.edu for information on when fees are due each term

- You must be enrolled in an installment payment plan in order to make a payment plan payment.

- Enroll in an Installment Payment Plan if you need more time to make payments. **View How To Enroll in a Payment Plan** for more information.

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Step 1

How do I know how much my installment payment due is?

Log into MyCoyote and click on the

"Student Center" tile

(Outlined with red rectangle)

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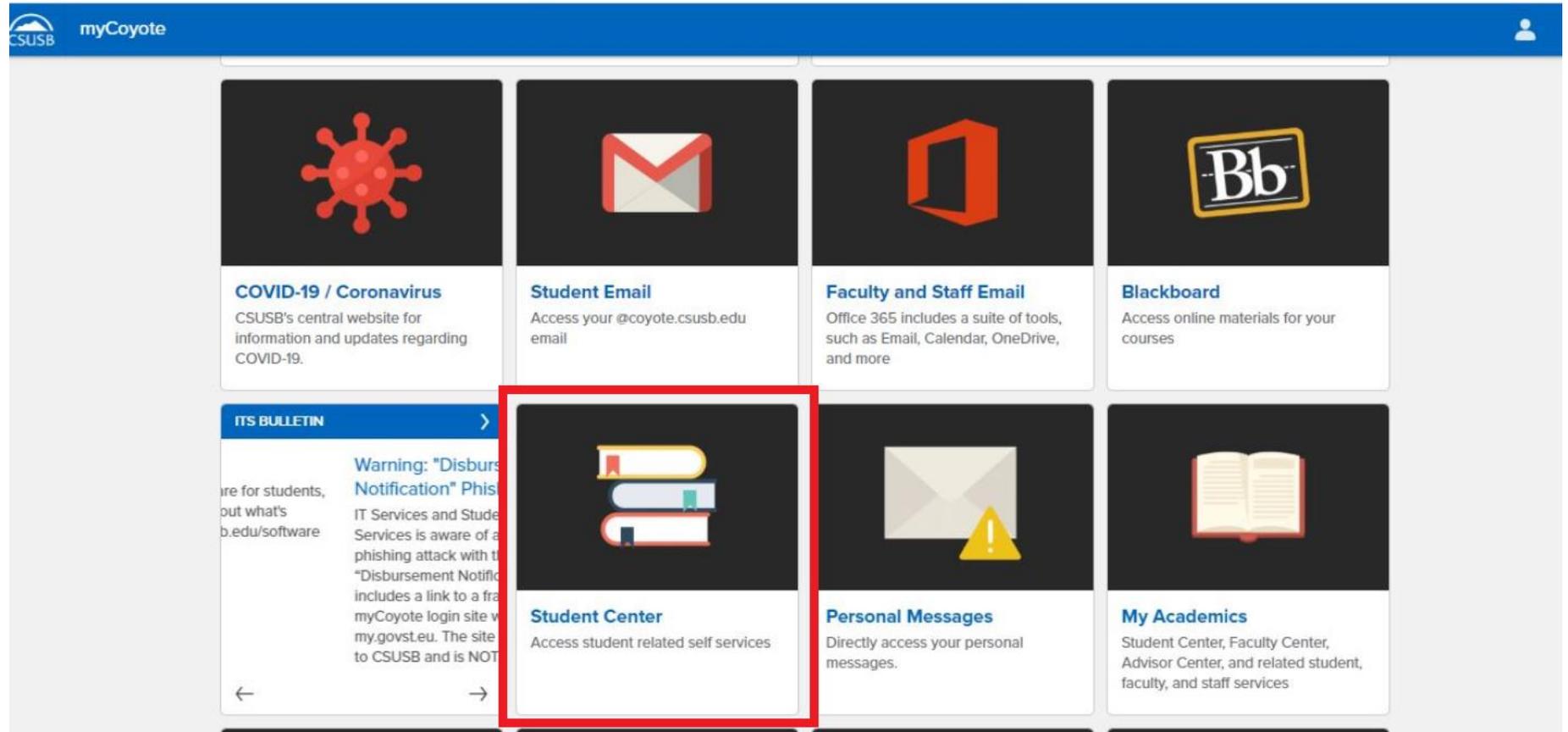
Step 2

Scroll down in your Student Center.

Under My Account, Click on Account Inquiry.

(Outlined with red rectangle)

Step 3

Once on the Account Inquiry Page Click on "**Charges Due**".

You will see the Summary of Charges by Due Date.
(Outlined with yellow rectangle)

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When I enrolled in my payment plan the amount was lower, why is it showing I owe more?

- The student health fee is not broken down in the payment plan and is due with your first installment. *Example: Fall 2020 Health Services Fee is $137.48 plus first ⅓ installment is due with first due date.*
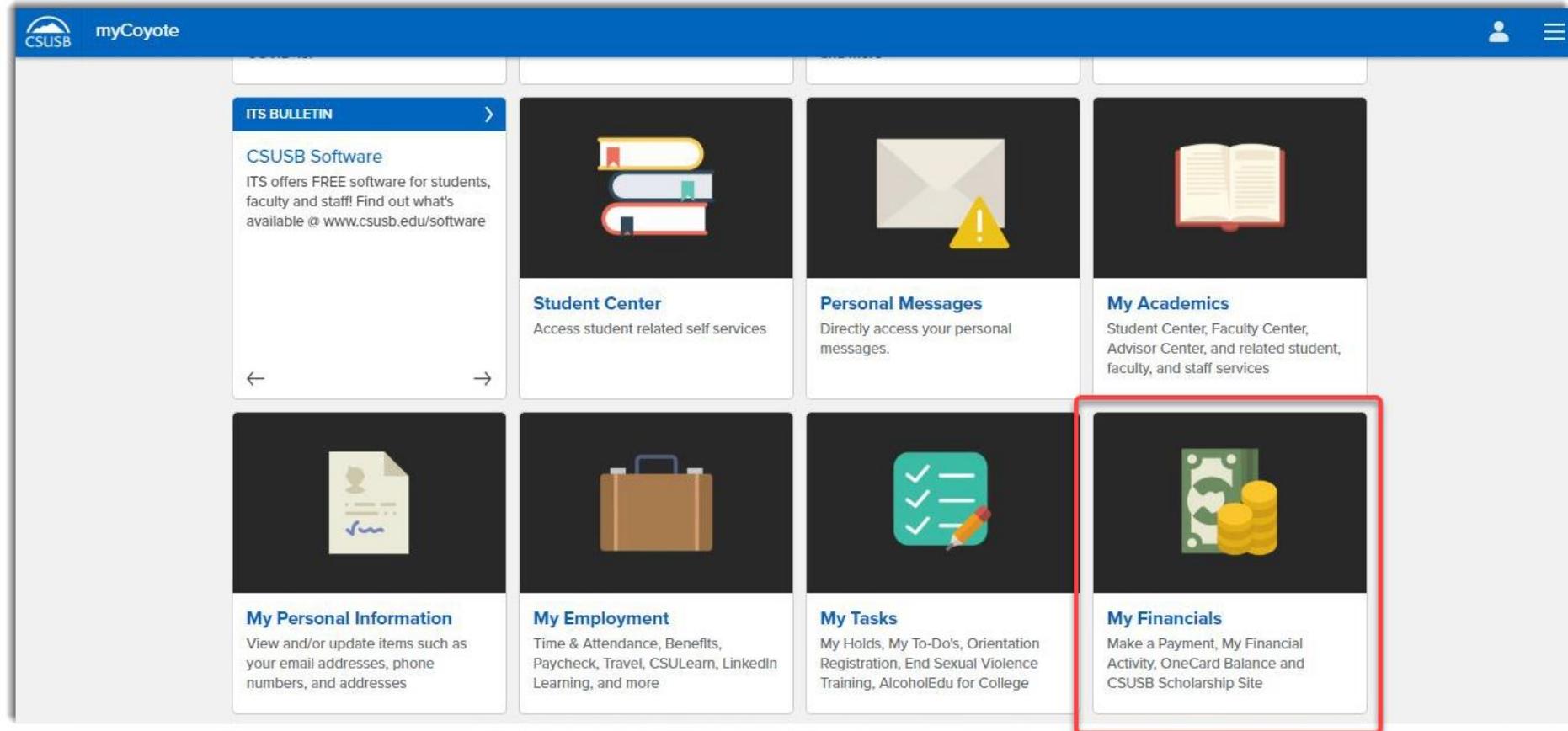
  More information on campus mandatory fees please visit: CSU Costs

- The final payment due has the $33.00 Installment payment plan fee added.

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Step 4

Now that I know how much I need to pay, how do I make a payment?

Log into myCoyote and click on the

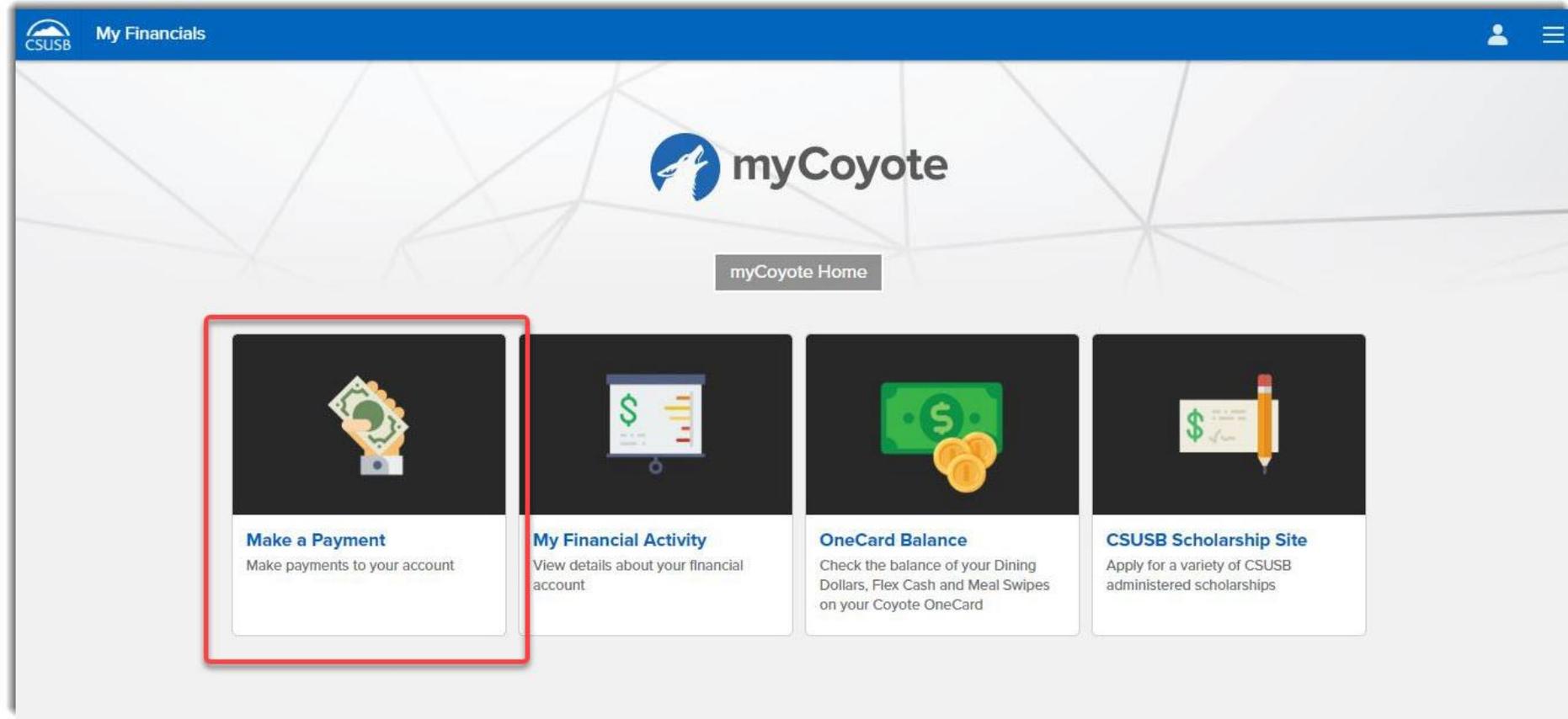**"My Financials"** tile

(Outlined with red rectangle)

Step 5

Click on the **"Make a Payment"** tile

(Outlined with red rectangle)

Step 6

After reading and
acknowledging that you
have read the disclaimer,
click **"Next"**
(highlighted by red rectangle)

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Menu

Make a Payment Online

View Full Site

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

- By clicking "Next", you are acknowledging that you have read the above disclaimer.
  Next

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Step 7

Click **"make payment"**

link in the top toolbar.

(highlighted by red rectangle)

Step 8

- The box highlighted shows your current charges for the installment payment plan.
- Click on **"pay all"**.

Note: Clicking "pay all" will not cause you to pay the entire balance, you can still edit amounts after clicking "pay all".

Step 9

The student health fee is not included in the three installment payment plan and is due with the first installment payment.

- The tuition and fees line is the student health fee cost. This amount does not need to be changed.
- Click on "**edit item**" on the payment plan charges line.

Step 10

- Edit the amount to the ⅓ of the payment plan due.

- Click "**update basket**".
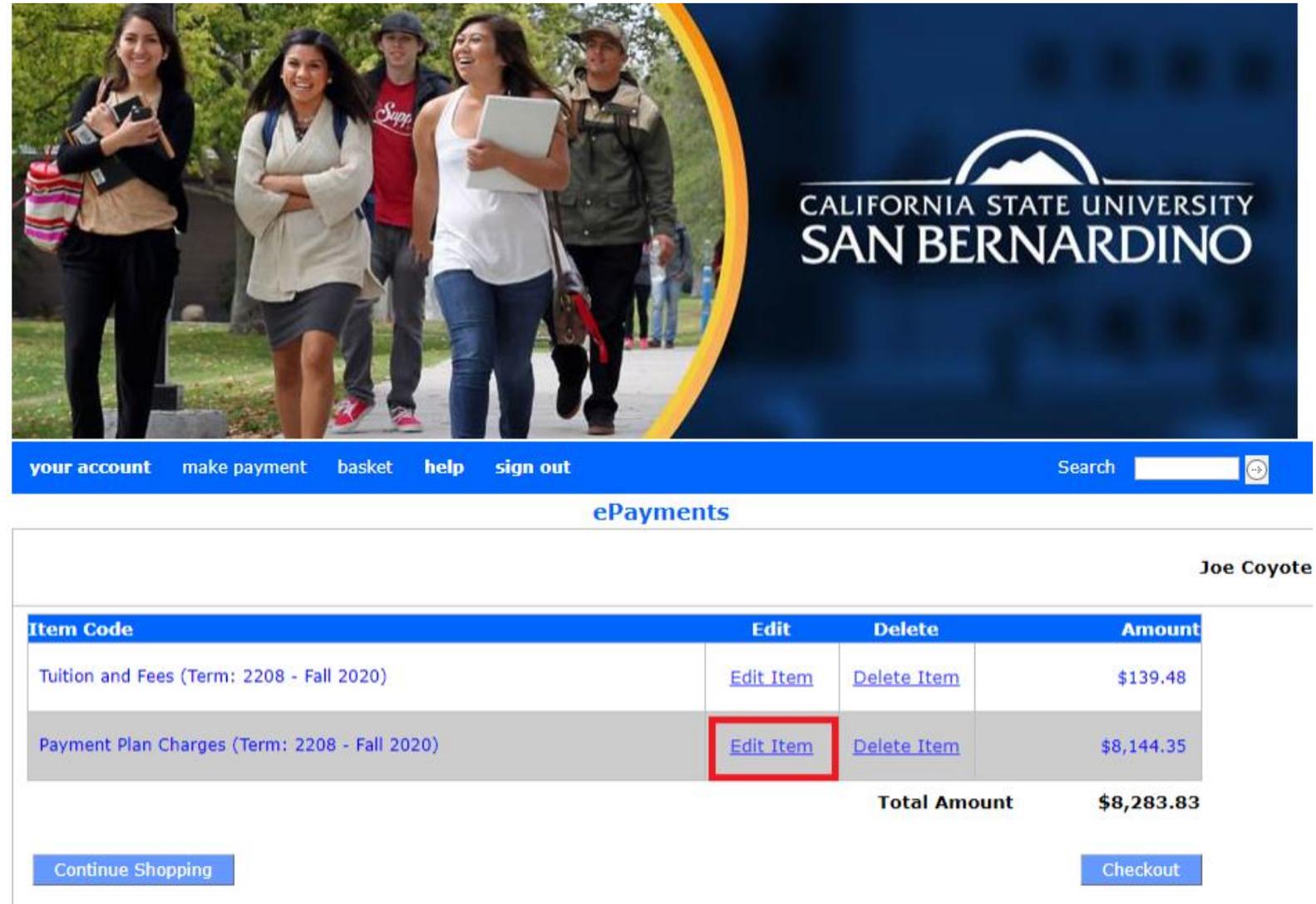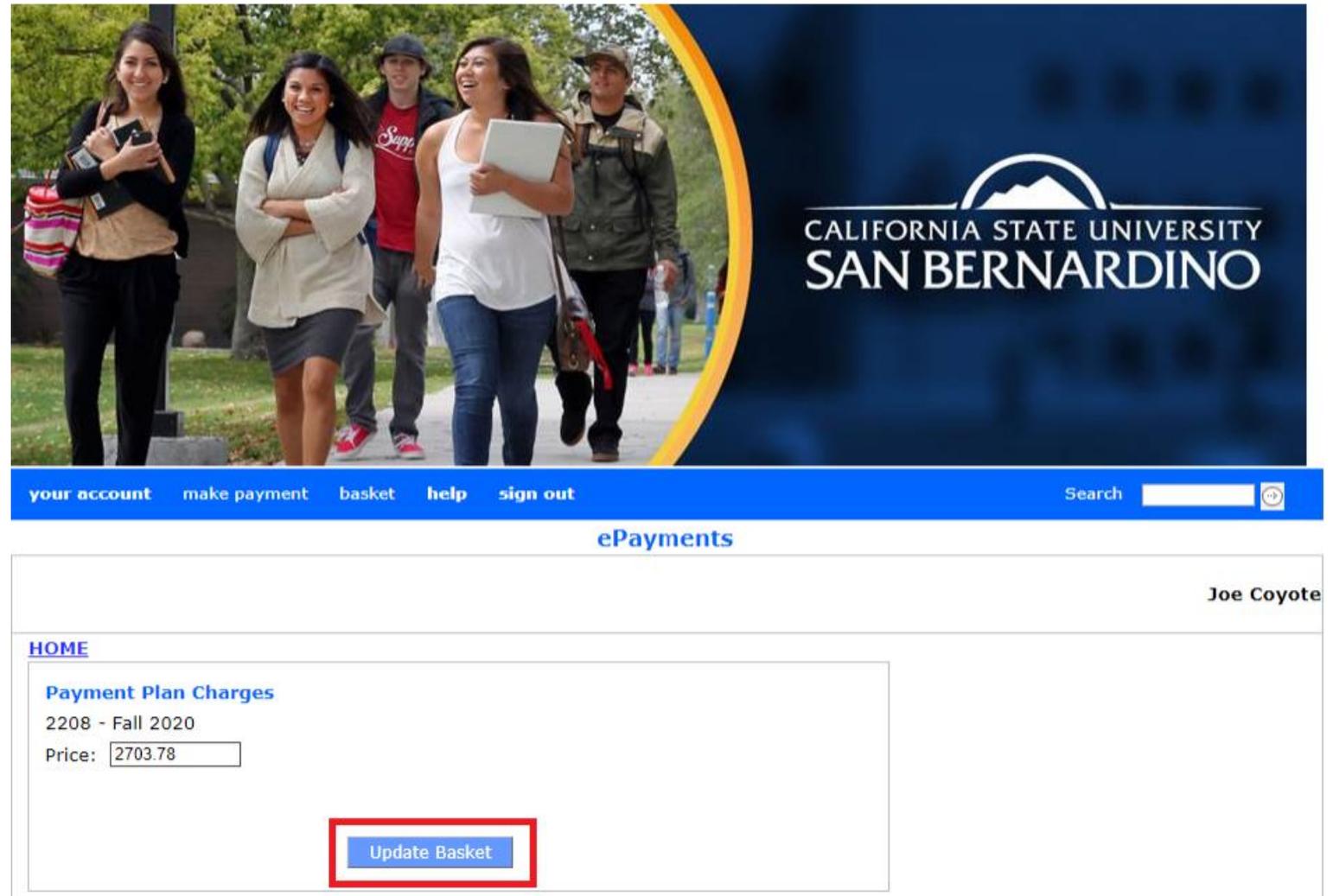
CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

your account   make payment   basket   help   sign out   Search

ePayments

Joe Coyote

HOME

Payment Plan Charges
2208 - Fall 2020
Price: 2703.78

Update Basket

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Step 11

Verify your charges in your basket and Click "checkout" once ready to pay.
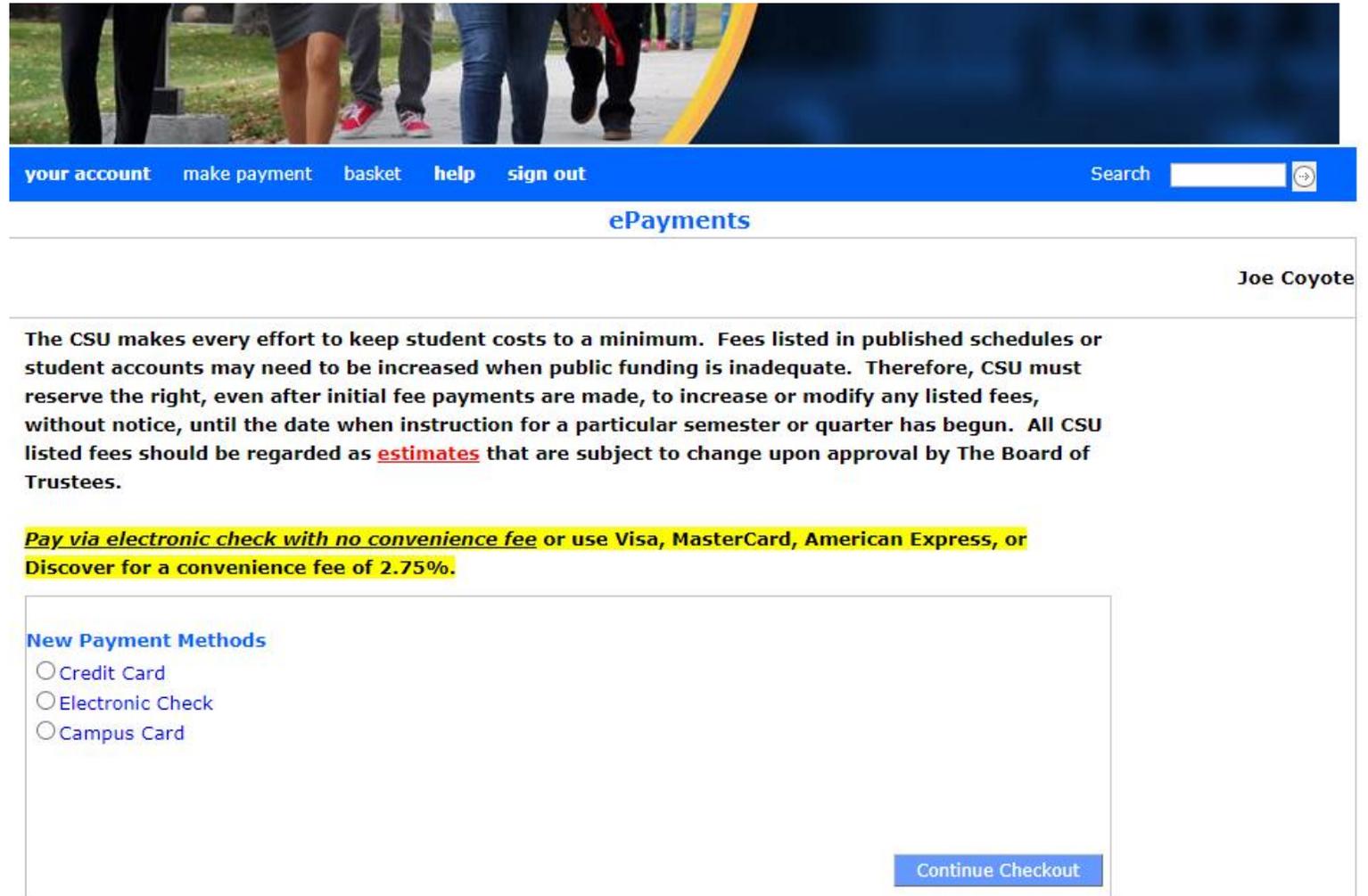
Step 12

Select the payment method you would like to use.

Helpful tip:

- To avoid paying the convenience fee use the Electronic Check option.
- Make sure to use your bank routing number and account number.
  - **Do not** use your debit card number when using eCheck. Check with your bank if you have any questions.

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your account   make payment   basket   **help**   sign out   Search

ePayments

Joe Coyote

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Pay via electronic check with no convenience fee or use Visa, MasterCard, American Express, or Discover for a convenience fee of 2.75%.

New Payment Methods
- ○ Credit Card
- ○ Electronic Check
- ○ Campus Card

Continue Checkout

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