

Visit sfs.csusb.edu for more information.

Student Financial Services – How To Guide

HOW TO PAY YOUR INSTALLMENT PAYMENT PLAN ONLINE

Visit sfs.csusb.edu for more information.

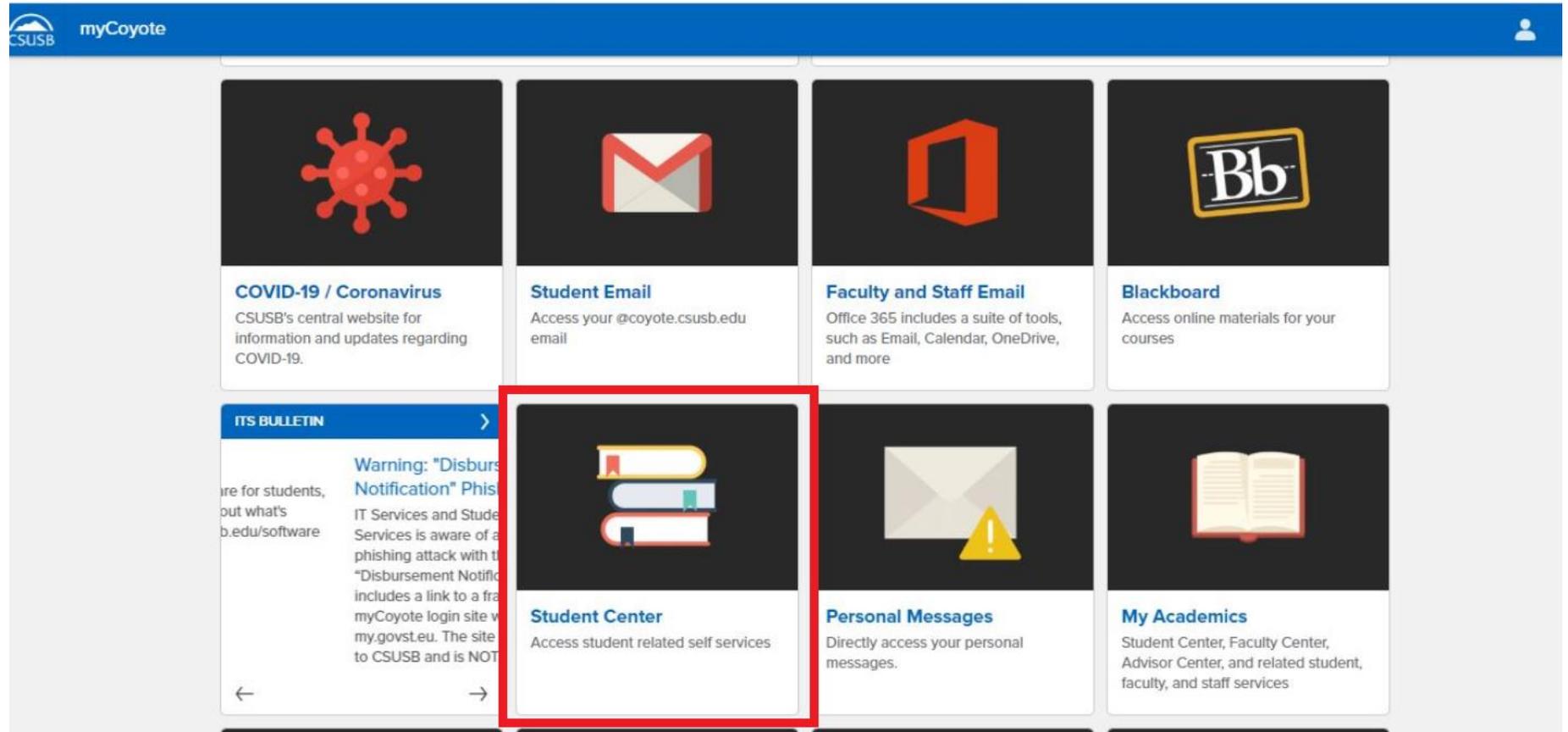
Helpful Tips

- 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.

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)



Step 2

Scroll down in your Student Center.

Under My Account, Click on Account Inquiry.
(Outlined with red rectangle)

The screenshot displays the CSUSB Student Center interface. At the top, there is a blue header with the CSUSB logo. Below the header, the page is divided into several sections:

- Finances:** This section includes an "Account Summary" table showing "Due Now" at 0.00 and "Future Due" at 8,250.83. Below this, it states "You owe 8,250.83." and "Currency used is US Dollar." There is a "Make a Payment" button. To the right of the summary is a "My Account" section with a red rectangle around the "Account Inquiry" link. Other links in this section include "Enroll in Direct Deposit" and "Enroll in Payment Plan". Below "My Account" is a "Financial Aid" section with links for "View Financial Aid" and "Accept/Decline Awards".
- Personal Information:** This section includes "Contact Information" with fields for "Permanent Address", "Mailing Address", "Permanent Phone", and "Campus Email". To the right are links for "Demographic Data", "Emergency Contact", and "Names".
- Admissions:** This section features a message: "You do not have any pending applications at this time." and an "Apply for Admission" link.

On the right side of the page, there is a sidebar with "Campus Related Services" (Textbooks Information, Blackboard Classes, Student Email) and "Additional Services" (Voter Registration, Student Engagement).

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)

Account Inquiry > Charges Due

Joe Coyote

[View Full Site](#)

Currency used is US Dollar.

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

View By

go

All Terms

Summary of Charges by Due Date

DUE DATE	DUE AMOUNT	RUNNING TOTAL
08/13/2020	\$2,843.27	\$2,843.27
09/13/2020	\$2,703.78	\$5,547.05
10/13/2020	\$2,736.78	\$8,283.83

< FIRST 1-3 OF 3 LAST >

FIND | VIEW ALL

Details by Due Date

Details by Charge

CHARGE	DUE DATE	TERM	AMOUNT
Health Services Fee	08/13/2020	Fall 2020	\$137.48
FALL 2020 3 PAYMENTS PLAN - Installment Payment Plan	08/13/2020	Fall 2020	\$2,703.79

In this section

- Summary
- Activity
- Charges Due**
- Payments
- Pending Aid

*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 1/3 installment is due with first due date.*

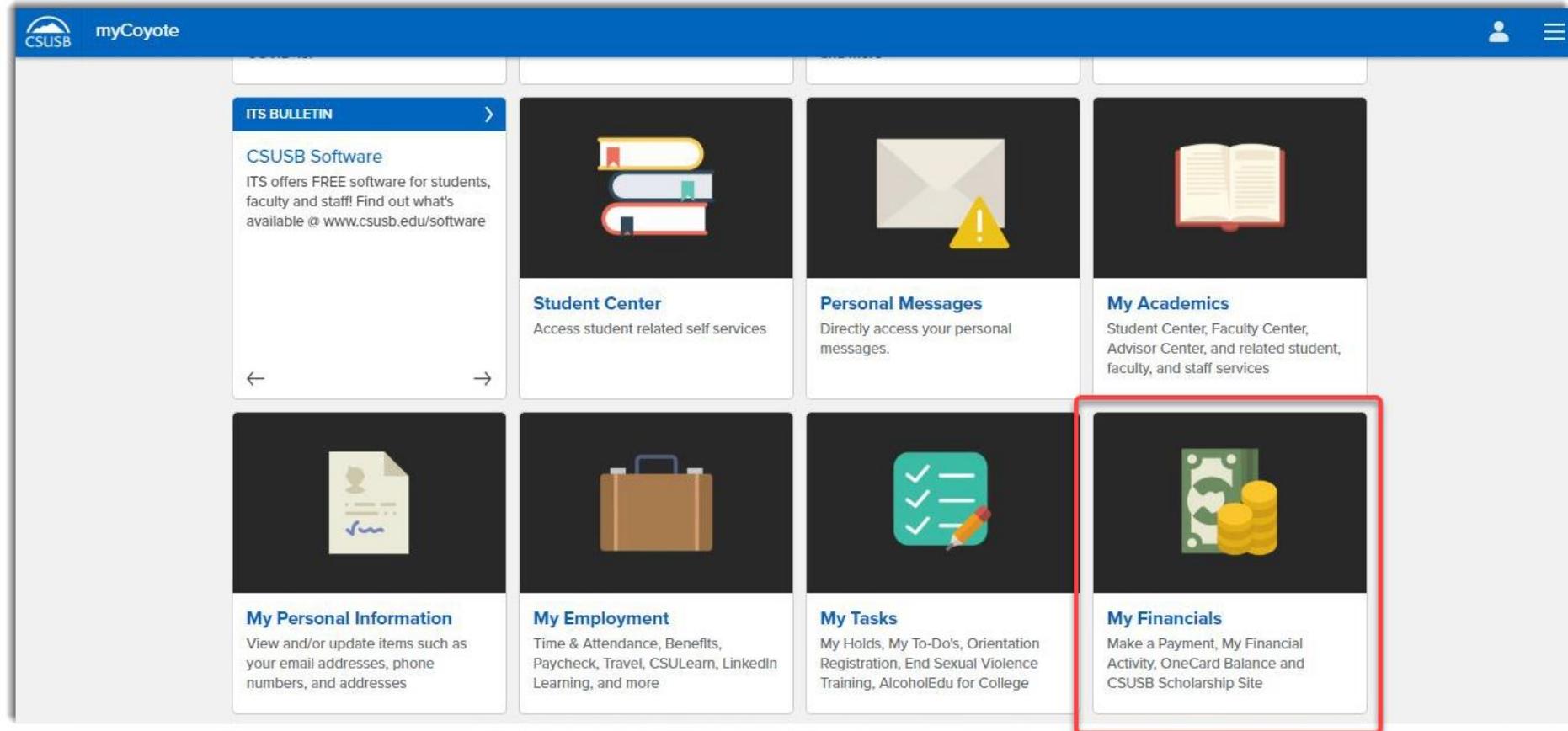
More information on campus mandatory fees please visit: [CSU Costs](#)

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

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)

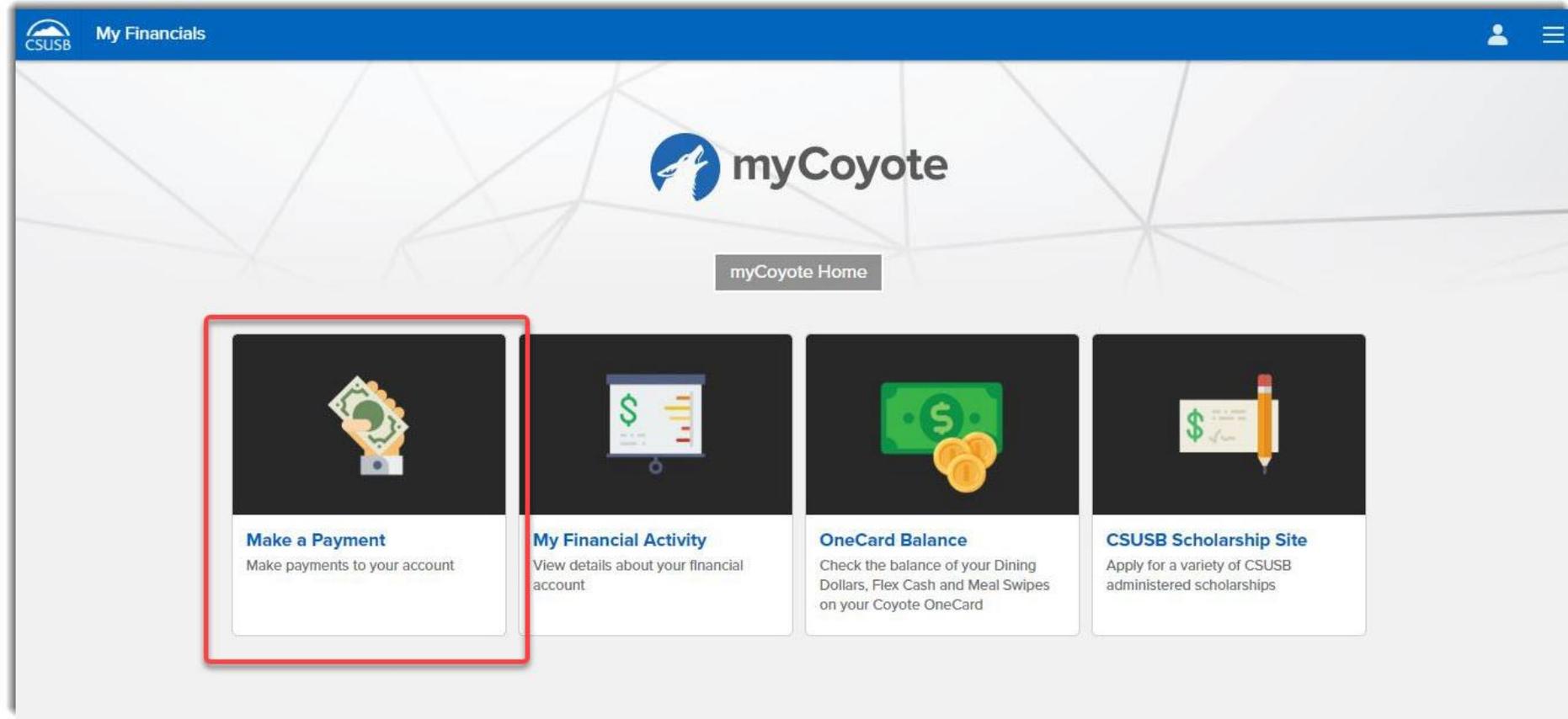


Visit sfs.csusb.edu for more information

Step 5

Click on the “**Make a Payment**” tile

(Outlined with red rectangle)



The screenshot shows the 'myCoyote' financial portal interface. At the top, there is a blue header with the CSUSB logo and 'My Financials' text. Below the header, the 'myCoyote' logo is displayed. A 'myCoyote Home' button is visible. The main content area features four tiles: 'Make a Payment' (highlighted with a red rectangle), 'My Financial Activity', 'OneCard Balance', and 'CSUSB Scholarship Site'. Each tile contains an icon, a title, and a brief description of the service.

Tile Title	Description
Make a Payment	Make payments to your account
My Financial Activity	View details about your financial account
OneCard Balance	Check the balance of your Dining Dollars, Flex Cash and Meal Swipes on your Coyote OneCard
CSUSB Scholarship Site	Apply for a variety of CSUSB administered scholarships

Step 6

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

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](#)

Step 7

Click “make payment”

link in the top toolbar.

(highlighted by red rectangle)

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

ePayments

Joe Coyote

Please select "Make Payment" from the blue toolbar above to continue to payment and shopping menu.

Your Account

Current Balance \$8,283.83 [Pay](#)

Select "Make Payment" from the [blue tool bar above](#) to pay an outstanding balance or to shop for items.

The last payment received was for \$1.03 on 2/16/2018.

Your Recent Payments [View All](#)

02/16/2018	\$1.03	View
12/18/2017	-\$75.00	View
12/17/2017	\$75.00	View

Parent PINs [Add New](#)

You currently have no Parent PINs set up.

Select the "Add New" link to grant access to your parents or other authorized users to make payments on your behalf.

Saved Accounts [Add New](#)

You have no saved payment methods.

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”.

The screenshot shows the ePayments interface for Joe Coyote. At the top, there are navigation links: 'your account', 'make payment', 'basket', 'help', and 'sign out'. A search bar is also present. The main heading is 'ePayments'.

Below the heading, it says 'Your account currently has the following charges:'. A table lists the charges:

Description	Amount
Tuition and Fees (Term: 2208 - Fall 2020)	\$139.48
Payment Plan Charges (Term: 2208 - Fall 2020)	\$8,144.35
Pay All	\$8,283.83

A red box highlights the 'Pay All' button and its amount. A red arrow points to the 'Pay All' button.

Below this table is another table with columns 'Description', 'Price', and 'View':

Description	Price	View
Advanced Housing Payment Pay for Advanced Housing to reserve a room.		View Details
Thesis Digital Archiving	\$30.00	View Details
International Student Postage Reimbursement International students pay for postage reimbursement.		View Details
REPLACEMENT COYOTE ONE CARD	\$10.00	View Details
Flex Cash online payments Add money to your OneCard with no convenience fees.		View Details
Over 60 Program	\$11.00	View Details

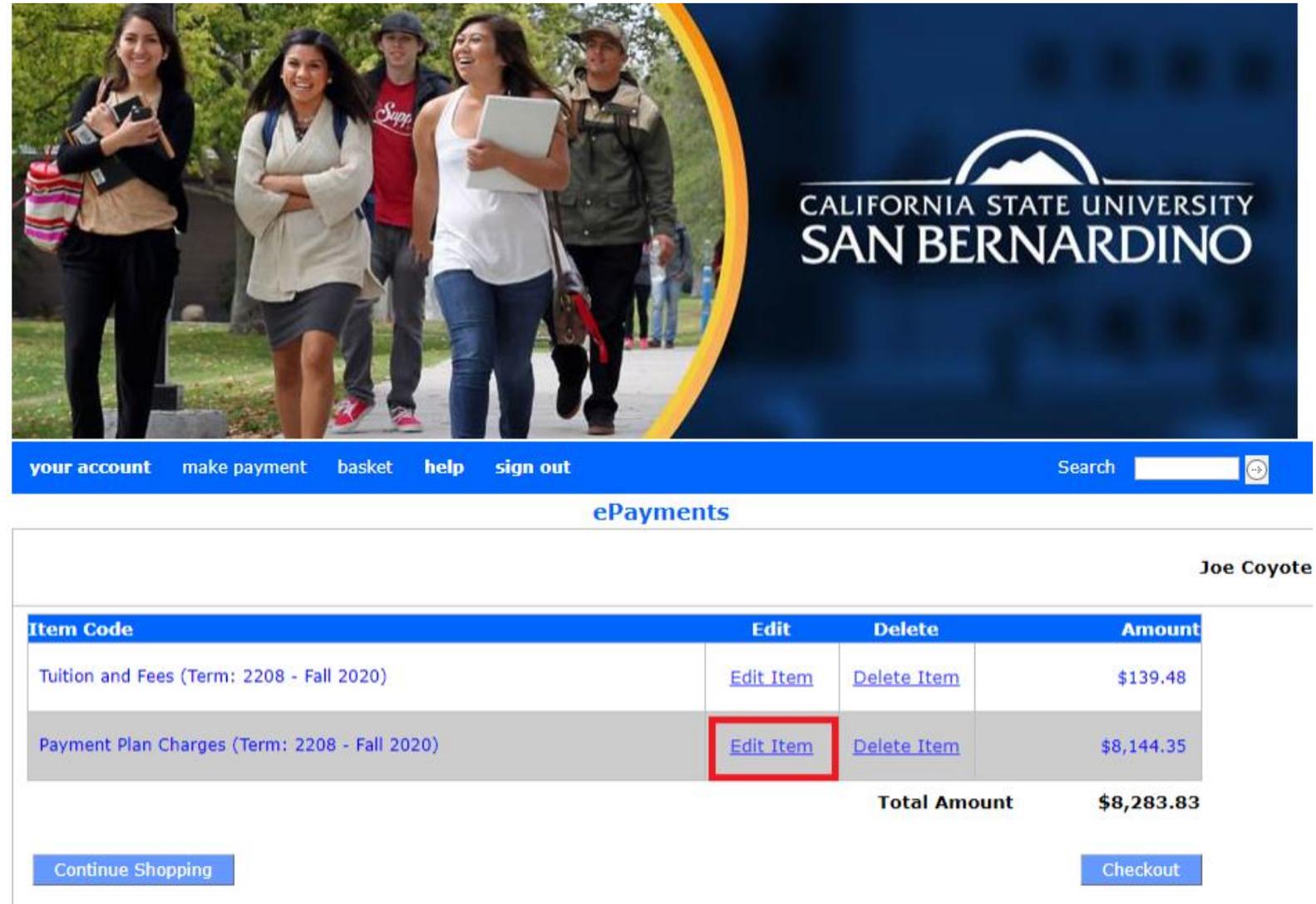
On the right side, there is a section titled 'PREPAYMENT AND FEES BY CATEGORY:' with several sub-sections:

- Undergraduate Tuition and Fees**: Freshmen, Sophmores, Juniors, and Seniors, pay your Tuition and fees, Non-resident fees, WICHE WUE fees, SOAR, Late Registration, or make the 1st payment of your Installment Payment Plan.
- Credential Tuition and Fees**: Postbaccalaureate and Graduate, pay your Tuition and fees, Non-resident fees, Late Registration, and make your 1st payment of your Installment Payment Plan.
- Graduate Tuition and Fees**: Postbaccalaureate and Graduate, pay your Tuition and fees, Non-resident fees, Professional fees, Late Registration, and make your 1st payment of your Installment Payment Plan.
- Doctoral Tuition and Fees**: Doctoral students, pay your Tuition fees, Non-resident fees, Late Registration, and make your 1st payment of your Installment Payment Plan.
- Installment Payment Plan**: Pay your 2nd and 3rd installments.
- Records and Document Fees**: Pay for Change of Major, Grad Checks, Change of Programs, etc.
- College of Education Student Services**: Pay for Credential Evaluations, Completion of Level 1 Requirements, and Program Admissions File fees.

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.



your account make payment basket help sign out Search

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

ePayments

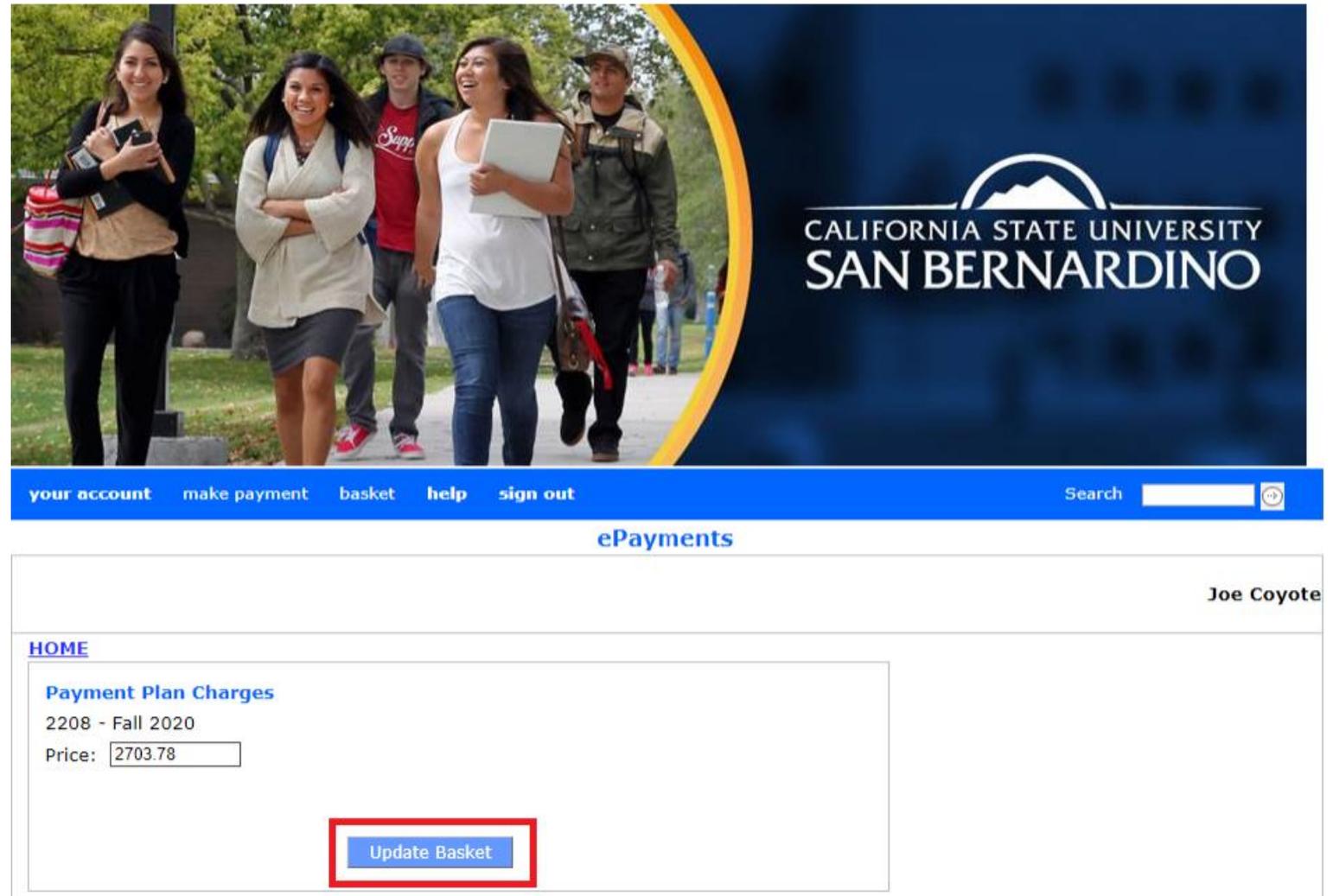
Joe Coyote

Item Code	Edit	Delete	Amount
Tuition and Fees (Term: 2208 - Fall 2020)	Edit Item	Delete Item	\$139.48
Payment Plan Charges (Term: 2208 - Fall 2020)	Edit Item	Delete Item	\$8,144.35
Total Amount			\$8,283.83

Continue Shopping Checkout

Step 10

- Edit the amount to the $\frac{1}{3}$ of the payment plan due.
- Click “update basket”.



your account make payment basket help sign out Search

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

ePayments

Joe Coyote

HOME

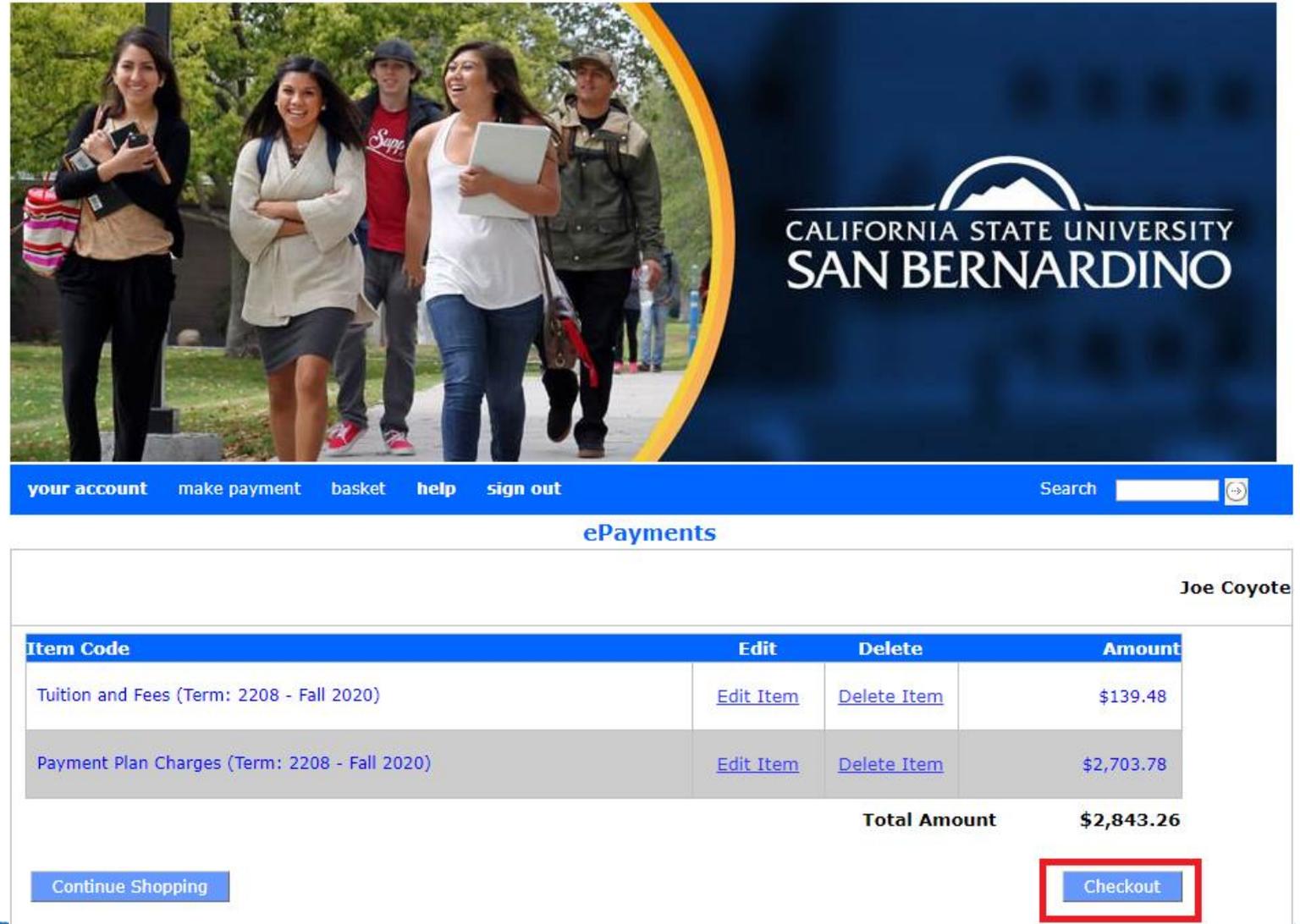
Payment Plan Charges
2208 - Fall 2020
Price:

Update Basket

Visit sfs.csusb.edu for more information

Step 11

Verify your charges in your basket and Click “checkout” once ready to pay.



The screenshot displays the ePayments interface for a user named Joe Coyote. At the top, there is a navigation bar with links for 'your account', 'make payment', 'basket', 'help', and 'sign out', along with a search bar. Below this is the 'ePayments' section, which includes a table of items in the basket. The table has columns for 'Item Code', 'Edit', 'Delete', and 'Amount'. Two items are listed: 'Tuition and Fees (Term: 2208 - Fall 2020)' for \$139.48 and 'Payment Plan Charges (Term: 2208 - Fall 2020)' for \$2,703.78. The total amount is \$2,843.26. At the bottom of the page, there are two buttons: 'Continue Shopping' and 'Checkout'. The 'Checkout' button is highlighted with a red rectangular box.

Item Code	Edit	Delete	Amount
Tuition and Fees (Term: 2208 - Fall 2020)	Edit Item	Delete Item	\$139.48
Payment Plan Charges (Term: 2208 - Fall 2020)	Edit Item	Delete Item	\$2,703.78
Total Amount			\$2,843.26

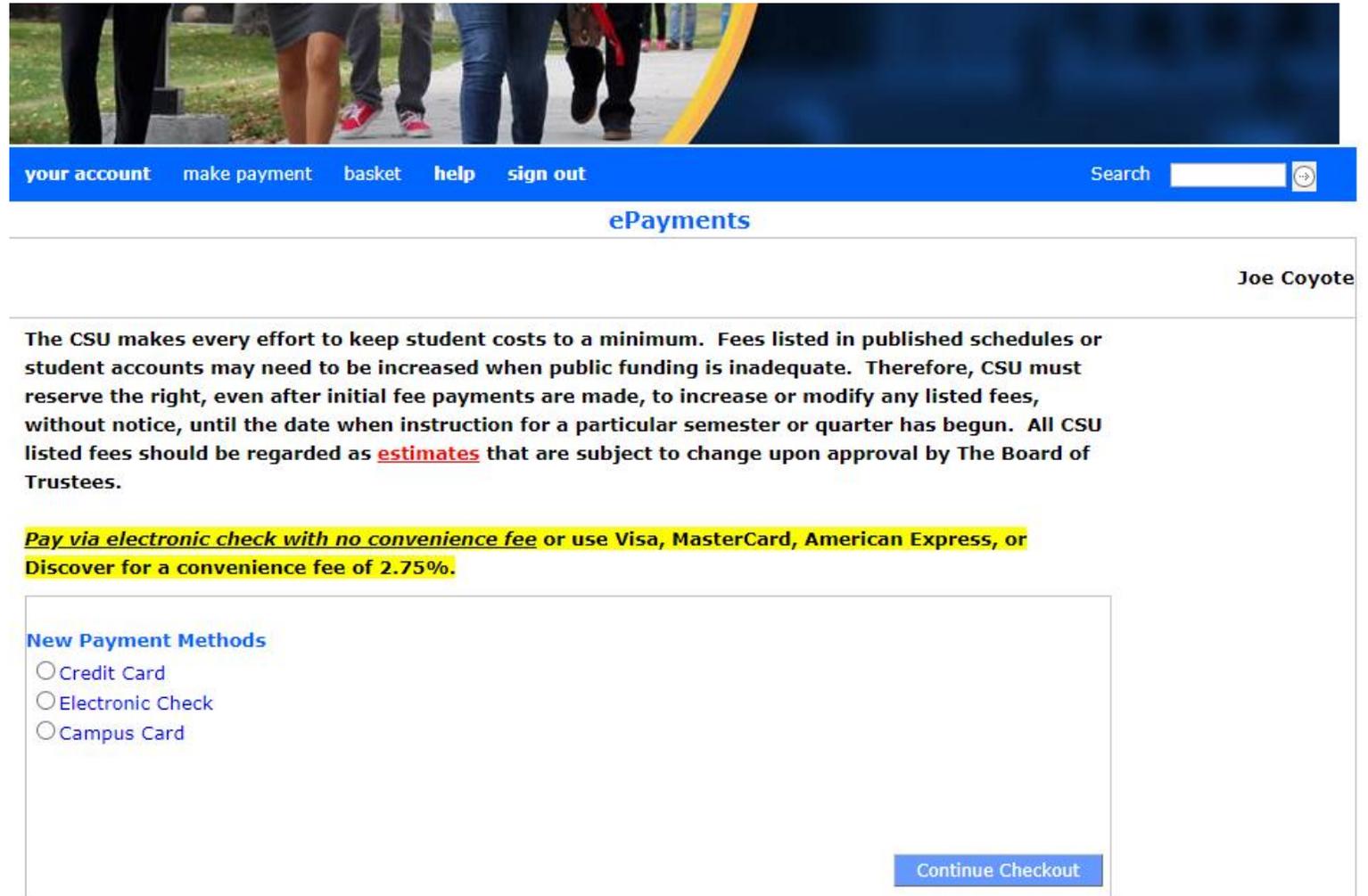
[Continue Shopping](#) [Checkout](#)

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.



The screenshot shows the top navigation bar of the SFS website with links for 'your account', 'make payment', 'basket', 'help', and 'sign out'. A search bar is located on the right. Below the navigation bar, the page title 'ePayments' is centered. On the right side, the user's name 'Joe Coyote' is displayed. The main content area contains a disclaimer: '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 initial fee payments are made, to increase or modify any listed fees, 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.' Below this, a highlighted yellow box contains the text: 'Pay via electronic check with no convenience fee or use Visa, MasterCard, American Express, or Discover for a convenience fee of 2.75%.' The payment method selection form is titled 'New Payment Methods' and includes three radio button options: 'Credit Card', 'Electronic Check', and 'Campus Card'. A 'Continue Checkout' button is located at the bottom right of the form.