HOW TO PAY YOUR
INSTALLMENT PAYMENT
PLAN
ONLINE

Visit sfs.csusb.edu for more information.

Student Financial Services – How To Guide
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](sfs.csusb.edu) prior to making a payment. Only pay the “Total Due” for each term, and not the full balance.

• Visit [sfs.csusb.edu](http://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](sfs.csusb.edu) for more information.

Visit [sfs.csusb.edu](http://sfs.csusb.edu) 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).

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Step 2

Scroll down in your Student Center.

Under My Account, Click on Account Inquiry.

(Outlined with red rectangle)

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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)
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.
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)

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Step 5

Click on the “Make a Payment” tile
(Outlined with red rectangle)

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Step 6
After reading and acknowledging that you have read the disclaimer, click “Next”
(highlighted by red rectangle)

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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”.

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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.

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Step 10

- Edit the amount to the ⅓ of the payment plan due.
- Click “update basket”.

Visit [sfs.csusb.edu](http://sfs.csusb.edu) for more information.
Step 11
Verify your charges in your basket and Click “checkout” once ready to pay.

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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.