How to Pay the Thesis Digital Archiving Fee

Please refer to this step-by-step guide to pay for your thesis digital archiving fee using MyCoyote


2. On this window, click on Make a Payment.
3. The following message will come up, click **Next**.

4. The ePayments portal will come up. Click on **make payment**.
5. A list with multiple options will come up. Make sure to click on “Thesis Digital Archiving” for $30.00.

6. A brief description of the selected fee will come up. Click on “Add to Basket.”
7. Select a preferred payment method. You can use credit card, electronic check, or your campus card.

Once the payment method is selected, click on “Continue Checkout”.

8. Enter your payment information and click on “Continue Checkout” one more time.
9. Once your payment is processed successfully you will receive a confirmation email; make sure to enter a reliable email address to send your receipt. Check your email inbox, look for an email from webfees@csusb.edu. Your receipt will look like this:

Thank you for your payment

webfees@csusb.edu <webfees@csusb.edu>
3/16/2020 11:59 AM
To: *@outlook.com

Receipt Number: 1936251
Web Transactions
Current Date: 03/16/2020

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flex Cash online payments</td>
<td>$ 3.00</td>
</tr>
<tr>
<td>Please allow up to 5 minutes for funds to post to your card. Thank you for your payment! Total</td>
<td>$ 3.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payments Received</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSUSB Smartpay Payments</td>
<td>$ 3.00</td>
</tr>
<tr>
<td>American Express XXXXXXXX00002029 Authorization #: 164477</td>
<td>Total $ 3.00</td>
</tr>
</tbody>
</table>

Thank you for the payment.

10. Forward this receipt to the Office of Graduate Studies at gradstud@csusb.edu. Include your name in the email and state that the receipt is for payment of the thesis archiving fee.

Thank you! Contact the Office of Graduate Studies if you need assistance with this process:

Email: gradstud@csusb.edu
Phone: (909) 537-5058
Online Chat: https://www.csusb.edu/graduate-studies