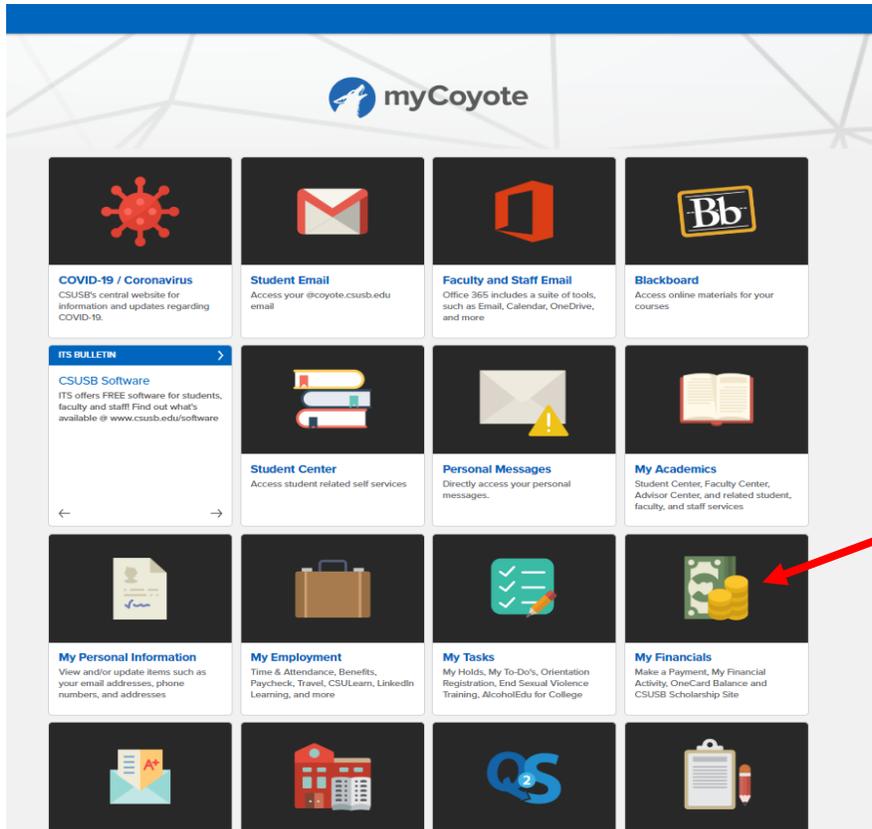


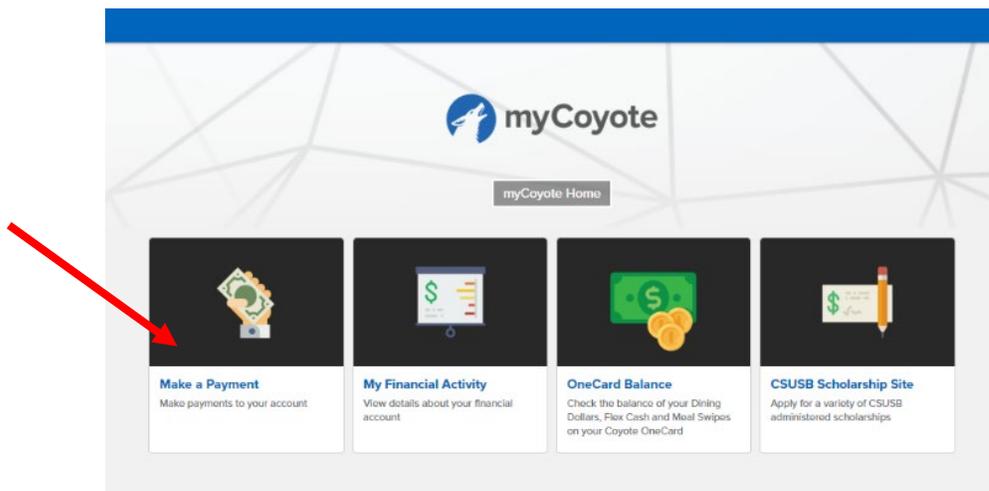
## How to Pay the Thesis Digital Archiving Fee

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

1. On the CSUSB home page, log into MyCoyote. Once logged in, click on the My Financials tab.



2. On this window, click on Make a Payment.



3. The following message will come up, click **Next**.

Make a Payment Online

Alma Hernandez Tovar

[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](#)

4. The ePayments portal will come up. Click on **make payment**.

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[your account](#) [make payment](#) [basket](#) [help](#) [sign out](#) Search

ePayments

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

| Your Account  |                              |
|---|------------------------------|
| Current Balance   | \$166.00 <a href="#">Pay</a> |
| Select "Make Payment" from the <a href="#">blue toolbar above</a> to pay an outstanding balance or to shop for items. |                              |
| The last payment received was for \$3,650.00 on 3/20/2020.  |                              |

| Your Recent Payments     |                      |
|--------------------------|----------------------|
| <a href="#">View All</a> |                      |
| 03/20/2020               | <a href="#">View</a> |
| 03/18/2020               | <a href="#">View</a> |
| 03/16/2020               | <a href="#">View</a> |

| Parent PINs  |  |
|--|--|
| <a href="#">Add New</a>  |  |
| 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  |   |
|---|---|
| <a href="#">Add New</a>   |   |
| The delete link will not appear if the saved account is designated for use by an upcoming automatic payment or eRefund deposit. |   |
| Personal Account  | <a href="#">Edit</a> <a href="#">Delete</a> |
| American Express  | <a href="#">Edit</a> <a href="#">Delete</a> |

- A list with multiple options will come up. Make sure to click on “Thesis Digital Archiving” for \$30.00.

The screenshot shows the CSUSB ePayments portal. 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 the navigation bar, the page title is 'ePayments'. The main content area is titled 'Your account currently has the following charges:' and contains a table of charges. A red arrow points to the 'Thesis Digital Archiving' charge, which is listed with a price of \$30.00. To the right of the table, there are several categories of fees, including 'Undergraduate Tuition and Fees', 'Credential Tuition and Fees', 'Graduate Tuition and Fees', 'Doctoral Tuition and Fees', 'Installation Payment Plan', 'Records and Document Fees', and 'College of Education Student Services'.

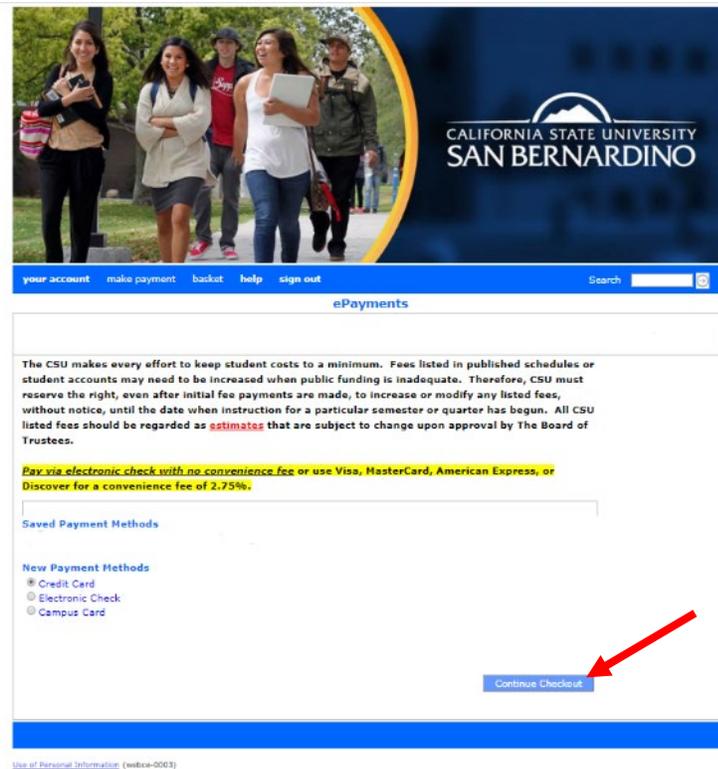
| Description   | Amount   |
|---|----------|
| <b>Tuition and Fees (Term: 2202 – Winter 2020)</b>  |          |
| <b>ENROLLMENT CONFIRMATION DEPOSIT</b><br>Pay for your Fall 2020 Enrollment Confirmation Deposit by the posted deadline only if this is the term you have applied to. The Enrollment Confirmation Deposit is non-refundable and non-transferable and will be applied to your registration fees for this term only. If you do not register for the Fall 2020 term, your Enrollment Confirmation Deposit will be forfeited.           | \$100.00 |
| <b>APPLICATION FEE</b><br>Please submit a copy of your online \$55 application fee receipt to the Office of Admissions and Student Recruitment. Include your name and Coyote ID number on the receipt. Failure to submit record will result in delays to your application. The receipt may be faxed to (909) 537-7034, emailed to jrussej@csusb.edu, mailed to 3500 University Pkwy San Bernardino, CA 92407, or brought to UH 107. | \$55.00  |
| <b>Advanced Housing Payment</b><br>Pay for Advanced Housing to reserve a room.  |          |
| <b>Thesis Digital Archiving</b>   | \$30.00  |
| <b>International Student Postage Reimbursement</b><br>International students pay for postage reimbursement.   |          |
| <b>REPLACEMENT COYOTE ONE CARD</b>  | \$10.00  |
| <b>Flex Cash online payments</b><br>Add money to your OneCard with no convenience fees.   |          |
| <b>Over 60 Program</b>  | \$11.00  |

- A brief description of the selected fee will come up. Click on “Add to Basket.”

The screenshot shows the CSUSB ePayments portal with a detailed view of the 'Thesis Digital Archiving' charge. The page title is 'ePayments'. Below the navigation bar, the page title is 'HOME'. The main content area is titled 'Thesis Digital Archiving' and shows the price as '\$30.00'. Below the price, there is a text prompt: 'To pay for this item, click the button below.' and a blue 'Add to Basket' button. A red arrow points to the 'Add to Basket' button.

7. Select a preferred payment method. You can use credit card, electronic check, or your campus card.

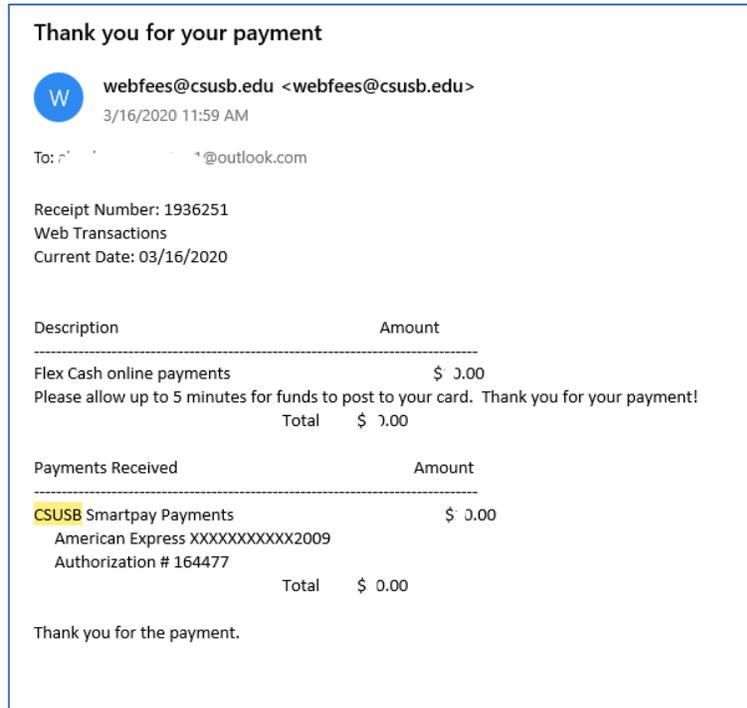
Once the payment method is selected, click on “**Continue Checkout**”



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](mailto:webfees@csusb.edu). Your receipt will look like this:



10. Forward this receipt to the Office of Graduate Studies at [gradstud@csusb.edu](mailto: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](mailto:gradstud@csusb.edu)

**Phone:** (909) 537-5058

**Online Chat:** <https://www.csusb.edu/graduate-studies>