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# How to Make a Payment Online

**Office of the Registrar Fees**

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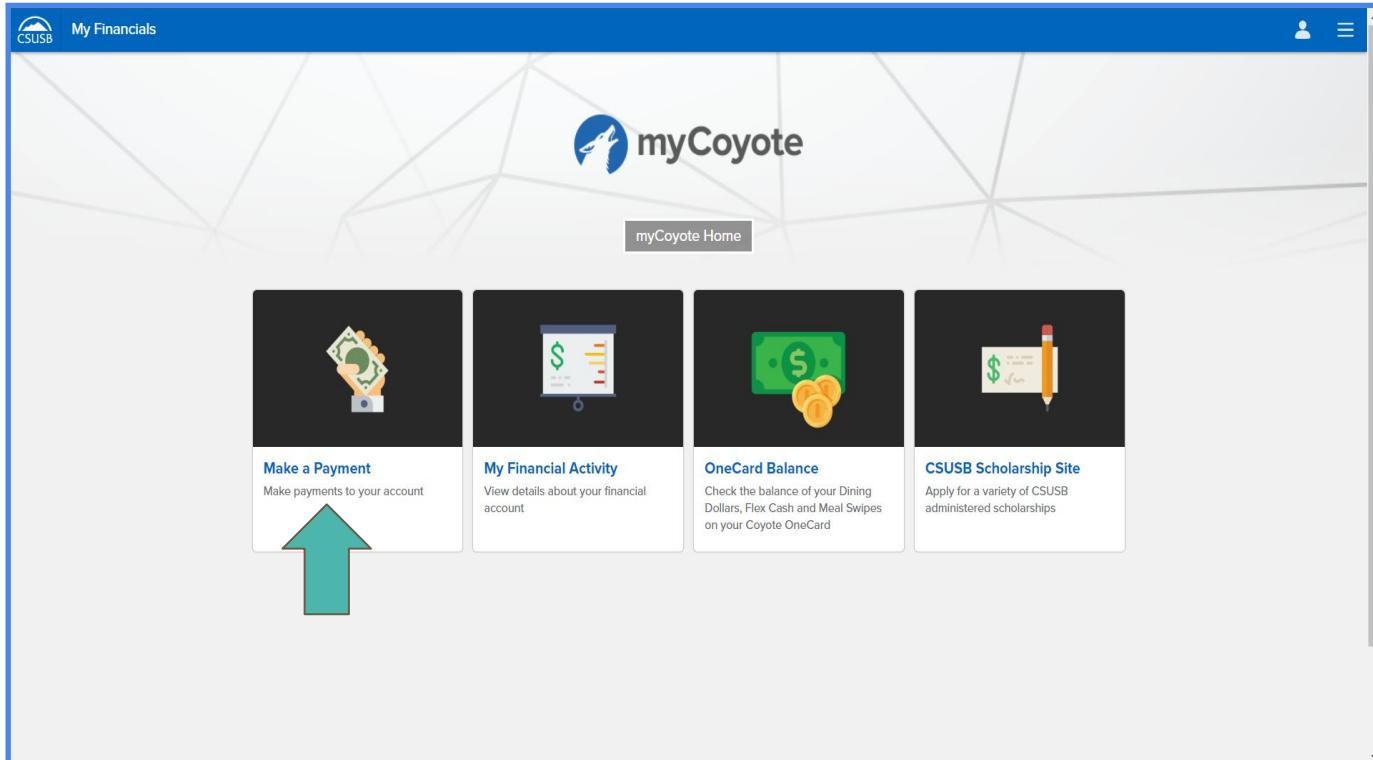
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# 1. Log onto myCoyote and locate “My Financials”.

The screenshot displays the myCoyote dashboard interface. At the top left, the CSUSB logo and 'myCoyote' text are visible. A notification banner at the top left reads: 'at 3 pm on Friday, 4/24/2020 through 8 am on Monday, 4/27/2020 CSUSB Employees: Please refrain from running/scheduling any processes in PeopleSoft CS production that will NOT complete before 3 pm on Friday, 4/24/2020. Services NOT available →'. The dashboard features a grid of service tiles:

- Student Center**: Access student related self services
- Personal Messages**: Directly access your personal messages.
- My Academics**: Student Center, Faculty Center, Advisor Center, and related student, faculty, and staff services
- My Personal Information**: View and/or update items such as your email addresses, phone numbers, and addresses
- My Employment**: Time & Attendance, Benefits, Paycheck, Travel, CSULearn, LinkedIn Learning, and more
- My Tasks**: My Holds, My To-Do's, Orientation Registration, End Sexual Violence Training, AlcoholEdu for College
- My Financials**: Make a Payment, My Financial Activity, OneCard Balance and CSUSB Scholarship Site (highlighted with a teal arrow)
- Degree Progress**: PAWS, myCAP, Unofficial Transcripts, and Commencement Registration
- Library Resources**: Find books, articles, media, textbooks, reserve study rooms, and more.
- Quarter to Semester Conversion**: Fall semester classes begin August 24, 2020!
- My Status**: Application Status, Admission Transcript Status, and Training Status

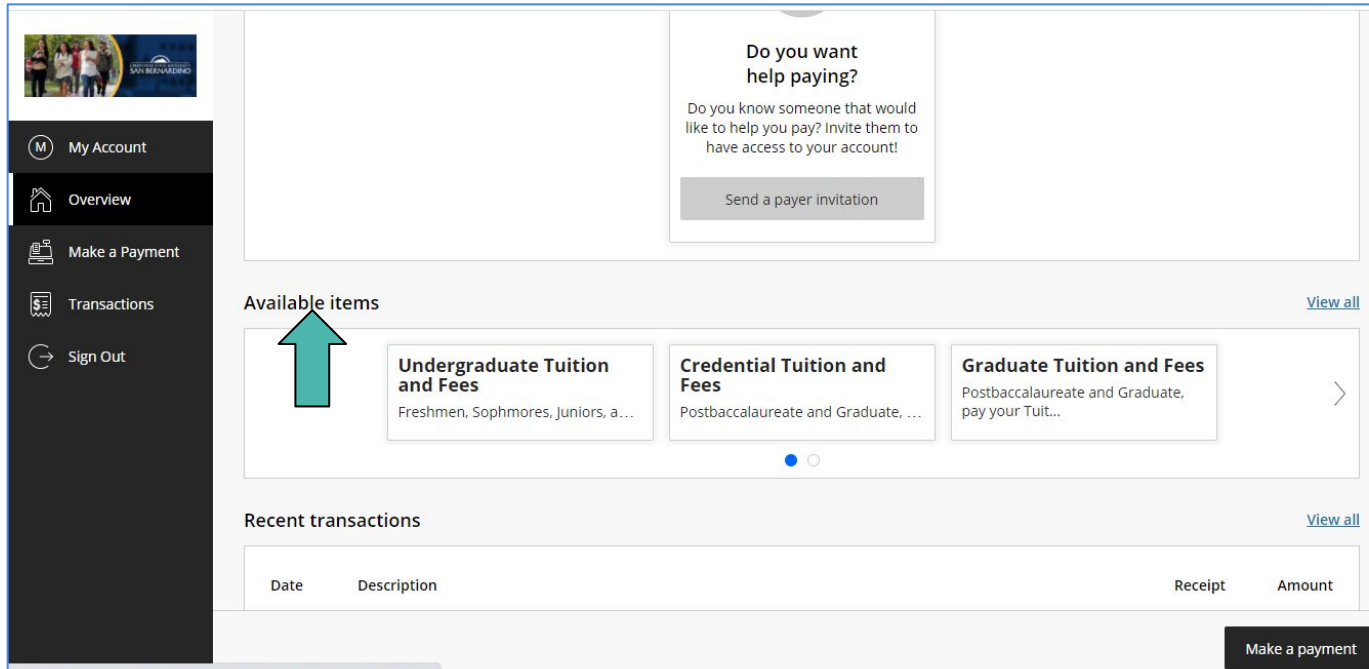
## 2. Click “Make a Payment”.



The screenshot shows the myCoyote financial portal interface. At the top left, there is a blue header with the CSUSB logo and the text "My Financials". On the top right, there are icons for a user profile and a menu. The main content area features the myCoyote logo and a "myCoyote Home" button. Below these are four main navigation cards:

- Make a Payment**: Make payments to your account. This card is highlighted with a large green arrow pointing upwards.
- 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.

### 3. Once you have reached CASHNet, scroll down and locate “Available items”



The screenshot displays the CASHNet user interface. On the left is a dark navigation sidebar with the following items: 'My Account' (with a person icon), 'Overview' (with a house icon), 'Make a Payment' (with a credit card icon), 'Transactions' (with a list icon), and 'Sign Out' (with a right arrow icon). The main content area features a top banner with a 'Do you want help paying?' message and a 'Send a payer invitation' button. Below this is the 'Available items' section, which is highlighted by a green arrow. This section contains three cards: 'Undergraduate Tuition and Fees' (for Freshmen, Sophomores, Juniors, etc.), 'Credential Tuition and Fees' (for Postbaccalaureate and Graduate students), and 'Graduate Tuition and Fees' (for Postbaccalaureate and Graduate students). A 'View all' link is located to the right of the 'Available items' section. Below the items is the 'Recent transactions' section, which includes a table with columns for 'Date', 'Description', 'Receipt', and 'Amount'. A 'Make a payment' button is positioned at the bottom right of the interface.

**Available items** [View all](#)

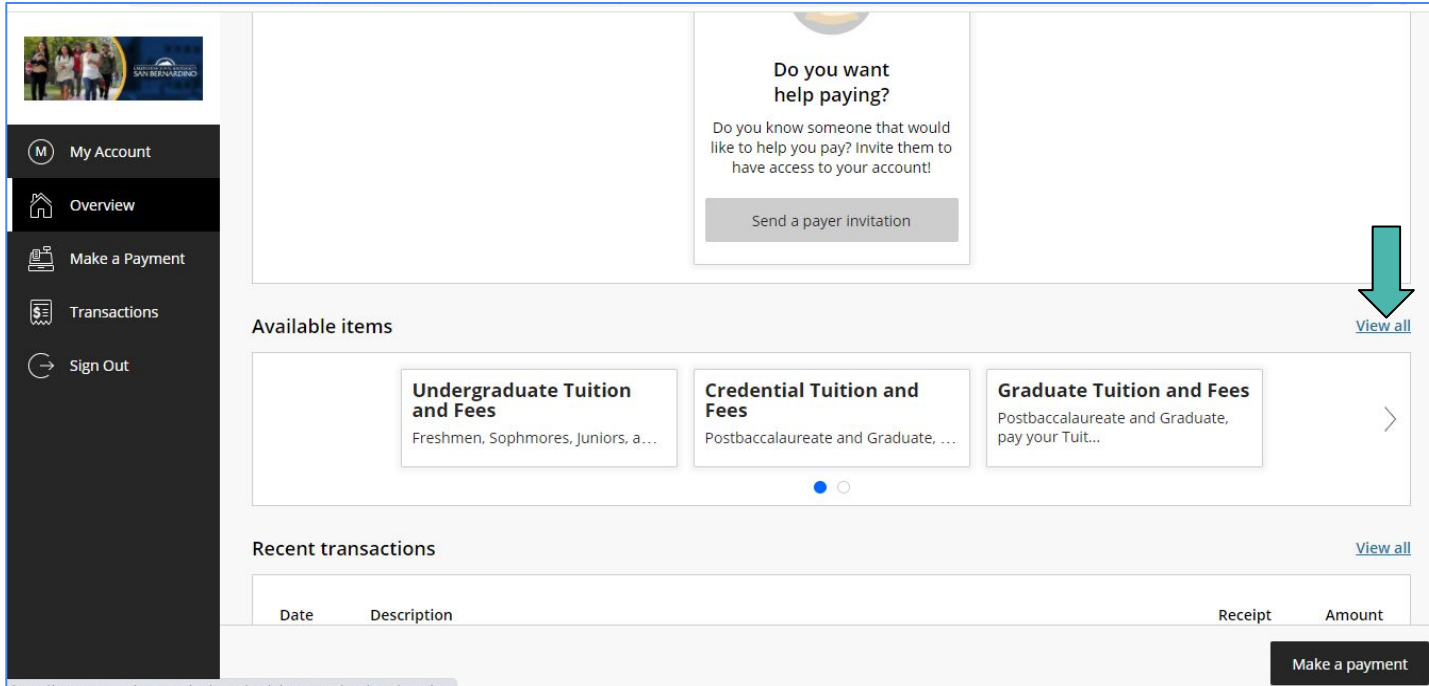
- Undergraduate Tuition and Fees**  
Freshmen, Sophomores, Juniors, a...
- Credential Tuition and Fees**  
Postbaccalaureate and Graduate, ...
- Graduate Tuition and Fees**  
Postbaccalaureate and Graduate, pay your Tuit...

**Recent transactions** [View all](#)

Date	Description	Receipt	Amount
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[Make a payment](#)

## 4. Click “View All”.



The screenshot shows a user interface for a student account. On the left is a dark sidebar with navigation options: My Account, Overview, Make a Payment, Transactions, and Sign Out. The main content area features a top banner with a 'Do you want help paying?' message and a 'Send a payer invitation' button. Below this is a section titled 'Available items' with three cards: 'Undergraduate Tuition and Fees', 'Credential Tuition and Fees', and 'Graduate Tuition and Fees'. A green arrow points to a 'View all' link at the end of this section. Below the items is a 'Recent transactions' section with a table header and a 'View all' link. At the bottom right is a 'Make a payment' button.

**Do you want help paying?**  
Do you know someone that would like to help you pay? Invite them to have access to your account!

Send a payer invitation

**Available items** [View all](#)

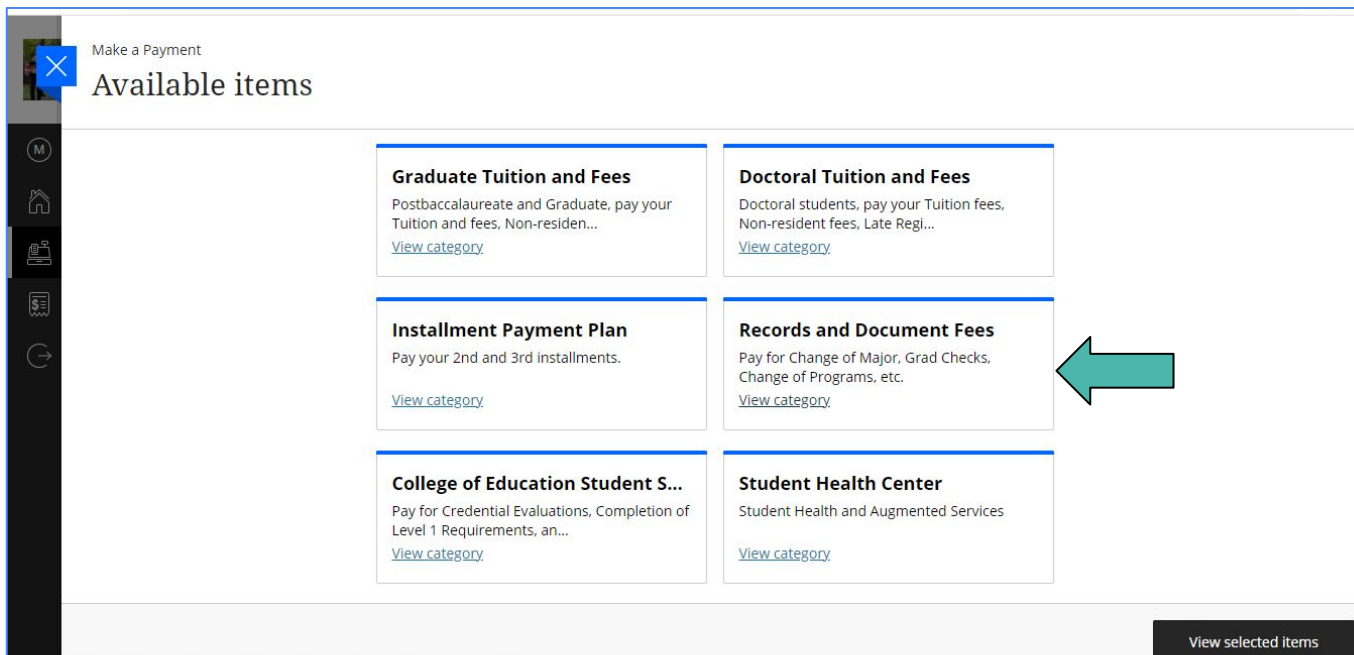
- Undergraduate Tuition and Fees**  
Freshmen, Sophmores, Juniors, a...
- Credential Tuition and Fees**  
Postbaccalaureate and Graduate, ...
- Graduate Tuition and Fees**  
Postbaccalaureate and Graduate, pay your Tuit...

**Recent transactions** [View all](#)

Date	Description	Receipt	Amount
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Make a payment

## 5. Locate “Record and Document Fees” and click “View category”.



The screenshot displays a web interface for making a payment. At the top left, there is a blue 'X' icon and the text 'Make a Payment'. Below this, the heading 'Available items' is shown. A vertical sidebar on the left contains several icons: a magnifying glass, a document, a calendar, and a refresh symbol. The main content area is a grid of six items, each with a title, a brief description, and a 'View category' link. A large green arrow points to the 'Records and Document Fees' item.

Item Title	Description	Action
<b>Graduate Tuition and Fees</b>	Postbaccalaureate and Graduate, pay your Tuition and fees. Non-residen...	<a href="#">View category</a>
<b>Doctoral Tuition and Fees</b>	Doctoral students, pay your Tuition fees, Non-resident fees, Late Regi...	<a href="#">View category</a>
<b>Installment Payment Plan</b>	Pay your 2nd and 3rd installments.	<a href="#">View category</a>
<b>Records and Document Fees</b>	Pay for Change of Major, Grad Checks, Change of Programs, etc.	<a href="#">View category</a>
<b>College of Education Student S...</b>	Pay for Credential Evaluations, Completion of Level 1 Requirements, an...	<a href="#">View category</a>
<b>Student Health Center</b>	Student Health and Augmented Services	<a href="#">View category</a>

View selected items

## 6. Locate desired form.

The screenshot shows a mobile application interface. At the top, there is a header bar with a close button (blue square with a white 'X') and the text 'Make a Payment' and 'Available items'. Below this is a navigation bar with a back arrow and the title 'Records and Document Fees'. Underneath the navigation bar is a subtitle: 'Pay for Change of Major, Grad Checks, Change of Programs, etc.'. The main content area is titled 'Items' and contains four items, each in a white box with a blue border:

- CROSS ENROLLMENT**  
\$10.00  
[View details](#)
- ENROLLMENT VERIFICATION**  
\$4.00  
[View details](#)
- Enrollment Verification with Mode of Instruction**  
\$4.00  
[View details](#)
- MINOR REQUESTS**  
\$4.00  
[View details](#)

At the bottom right of the screen, there is a dark grey button with the text 'View selected items'.

# 7. Click “View details” and “Add to payment”

The screenshot displays a payment interface with two main panels. The left panel, titled "Available items", lists several services with their respective costs and "View details" links. The right panel, titled "Item details", provides a detailed description for the "Letter of Completion" item, including a quantity selector and two action buttons: "Cancel" and "Add to payment".

Item Name	Cost	Action
MODE OF INSTRUCTION	\$4.00	<a href="#">View details</a>
CHANGE OF MAJOR	\$6.00	<a href="#">View details</a>
COURSE UNIT VERIFICATION	\$25.00	<a href="#">View details</a>
Duplicate Diploma		
GRADUATE CONCENTRATION CHANGE	\$6.00	<a href="#">View details</a>
Letter of Completion	\$10.00	<a href="#">View details</a>

**Item details**

**Letter of Completion**  
**\$10.00**

This request is for students needing to verify completion of their degree requirements (i.e. for potential employers) prior to the degree being awarded. Students MUST have a processed grad check on file with the Office of the Registrar, be in their last quarter of attendance and grades MUST be posted. Once graduation posting is completed (degree awarded) by the Office of the Registrar, students are NO LONGER eligible for this request.

**Quantity**  
1 for \$10

[Cancel](#) [Add to payment](#)



## 8. Click “Pay now”.

The screenshot shows a web interface for making a payment. At the top left, there is a blue 'X' icon and the text 'Make a Payment'. Below this, the heading 'Available items' is displayed. A vertical sidebar on the left contains several icons: a magnifying glass, a document, a person, a calendar, and a downward arrow. The main content area lists several items for purchase:

- Mode of Instruction**: \$4.00, with a [View details](#) link.
- CHANGE OF MAJOR**: \$6.00, with a [View details](#) link.
- COURSE UNIT VERIFICATION**: \$25.00, with a [View details](#) link.
- Letter of Completion**: \$10.00, with a [View details](#) link.
- Duplicate Diploma**: No price is listed.

A modal dialog box is centered on the screen, featuring a green checkmark icon at the top. The text inside the dialog reads: 'Item added!' followed by the question 'Do you want to pay now or add more items?'. There are two buttons at the bottom of the dialog: a dark grey 'Pay now' button and a light grey 'Add more' button. At the bottom right of the main interface, there is a dark grey button labeled 'View selected items'.

## 9. This will lead you to “Make a Payment”. Scroll down, press “Continue” to proceed to checkout.

1 item \$10 | Remaining due \$0

[View category](#) [View category](#)

**Graduate Tuition and Fees**  
Postbaccalaureate and Graduate, pay your Tuition and fees, Non-residen...  
[View category](#)

**Doctoral Tuition and Fees**  
Doctoral students, pay your Tuition fees, Non-resident fees, Late Regi...  
[View category](#)

**Installment Payment Plan**  
Pay your 2nd and 3rd installments.  
[View category](#)

**Records and Document Fees**  
Pay for Change of Major, Grad Checks, Change of Programs, etc.  
[View category](#)

[View all items](#)

*\* Indicates required field*

[Cancel](#) [Continue](#)