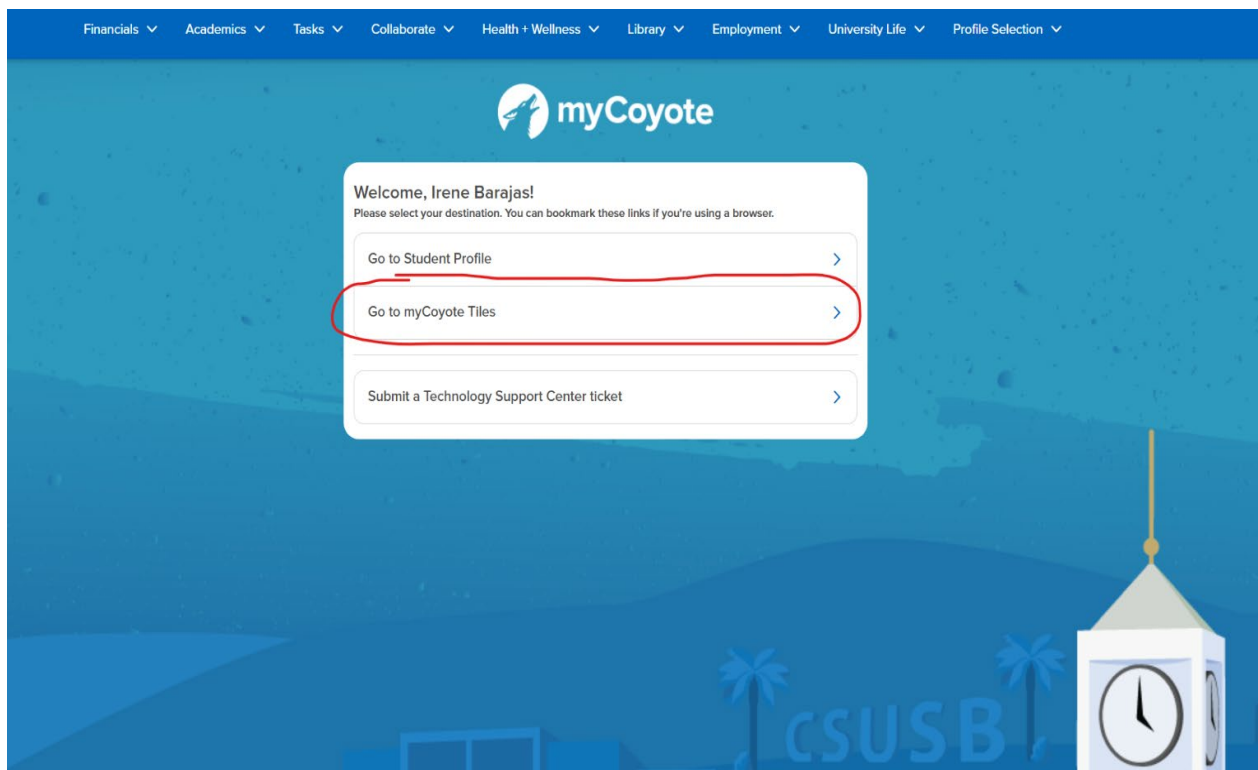


## How to Pay the Thesis Digital Archiving Fee

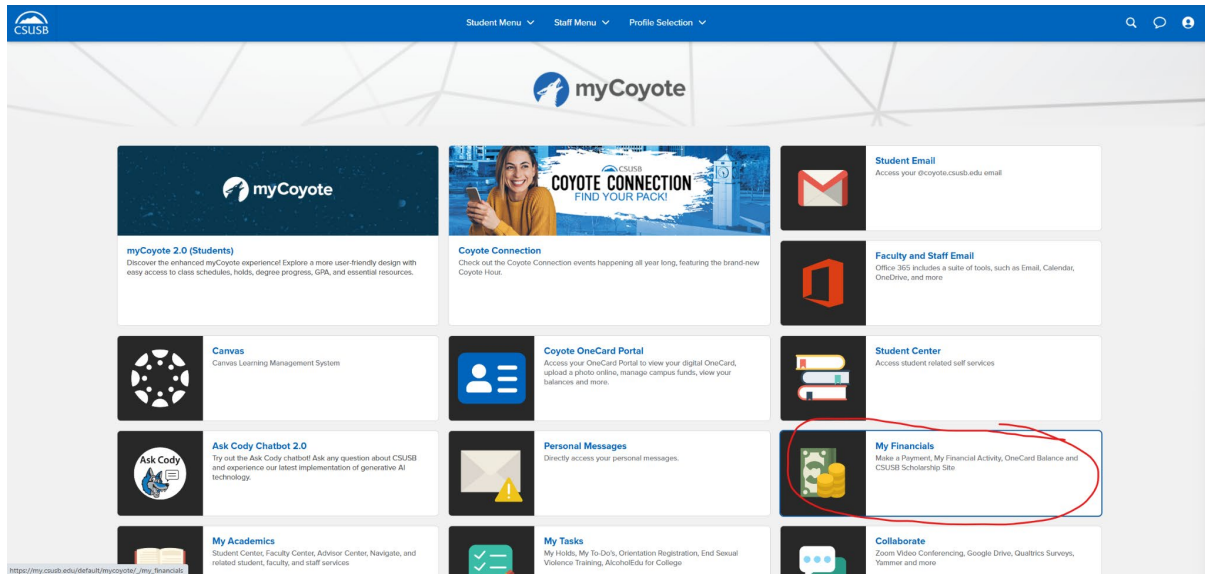
Please refer to this step-by-step guide to pay for your thesis digital archiving fee using MyCoyote.

\*Note: the view will look different on a mobile device compared to a computer

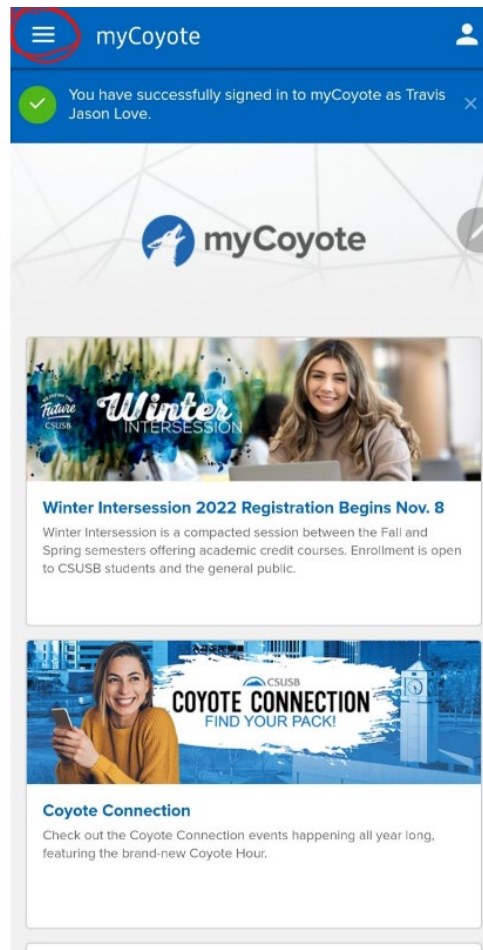
1. On the CSUSB home page, or from the app on your mobile device, log in to MyCoyote using your student ID and password. Once logged in, click on “Go to myCoyote Tiles”



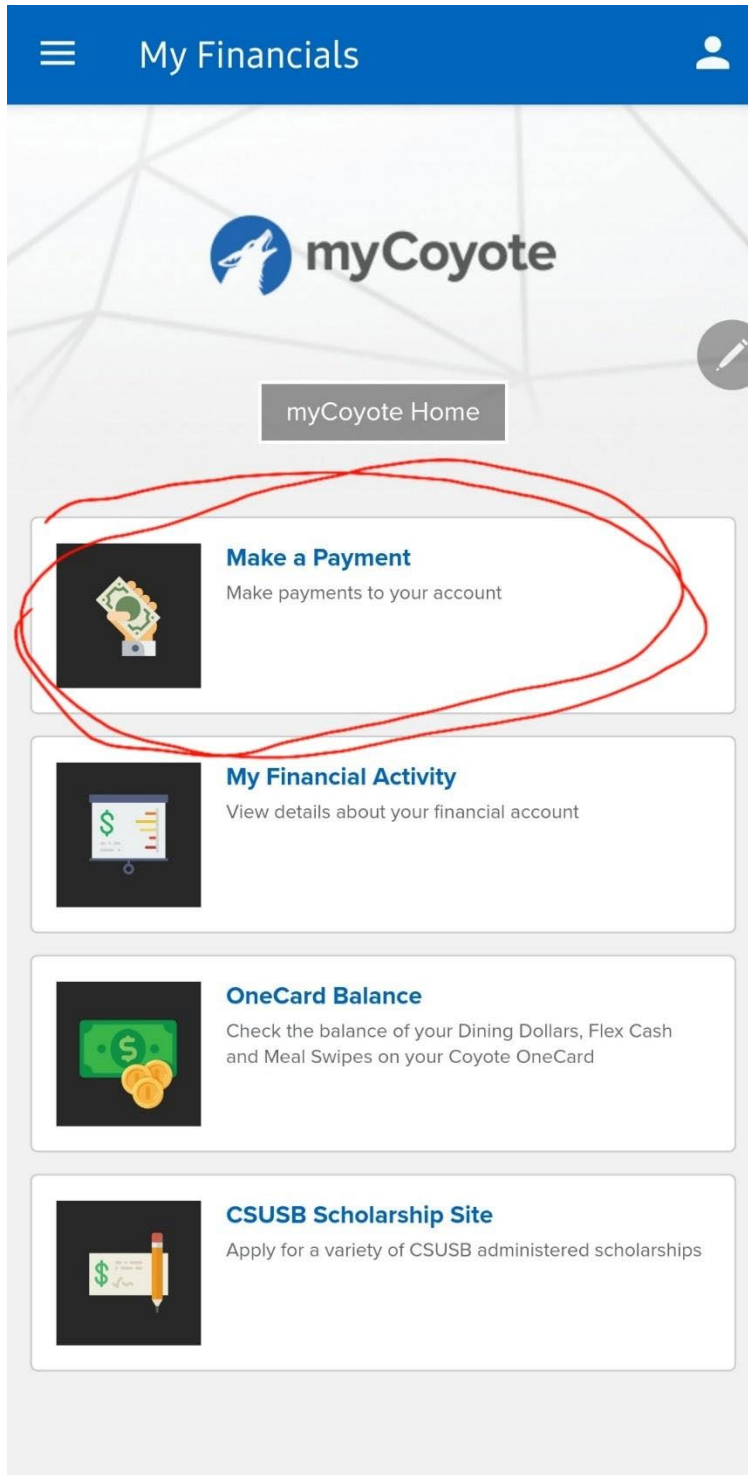
2. Once you are logged in, click on the **My Financials** tab.



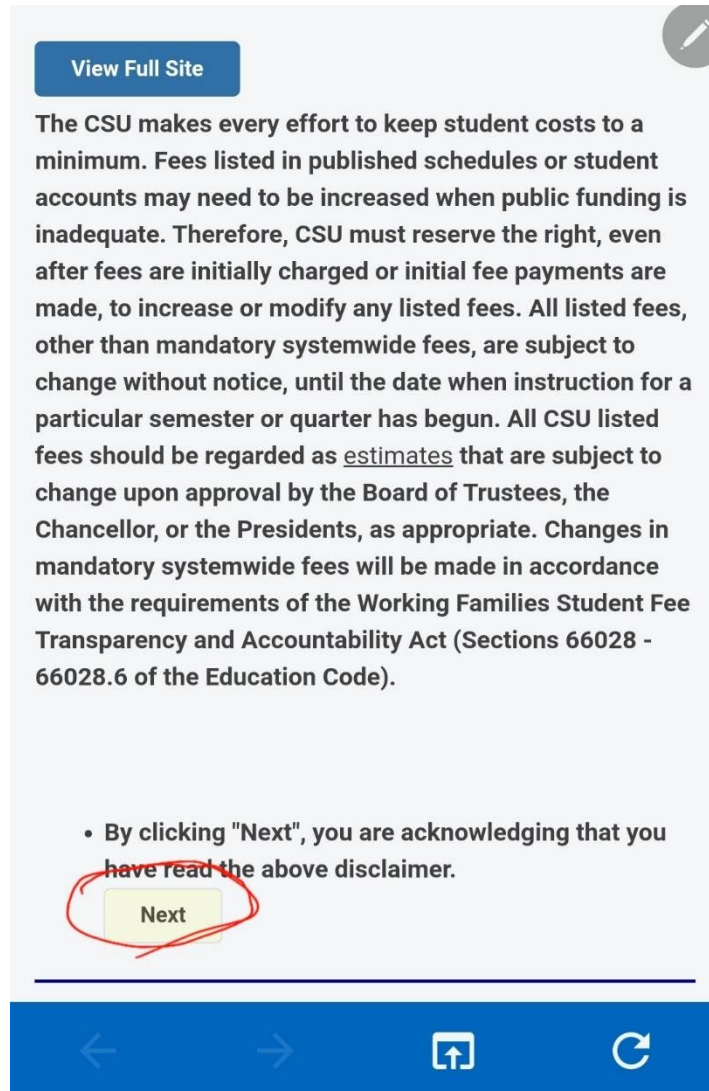
- a. For mobile devices once logged in, click on the three-line “hamburger” tab in the upper-left corner, then click the My Financials tab.



3. Once the My Financials portal comes up, select **Make a Payment**.



4. The following message may be displayed, select **Next**. Once you have clicked next it should take you to a new window.



The screenshot shows a mobile application interface. At the top left is a blue button labeled "View Full Site". At the top right is a grey circular icon with a white pencil. The main content is a text block with a light blue background, containing a disclaimer about CSU fees. Below the text is a bulleted list with one item: "By clicking 'Next', you are acknowledging that you have read the above disclaimer." The word "Next" in this list item is circled in red. Below the list is a yellow button labeled "Next". At the bottom of the screen is a blue navigation bar with four icons: a left arrow, a right arrow, a square with an upward arrow, and a circular refresh icon.

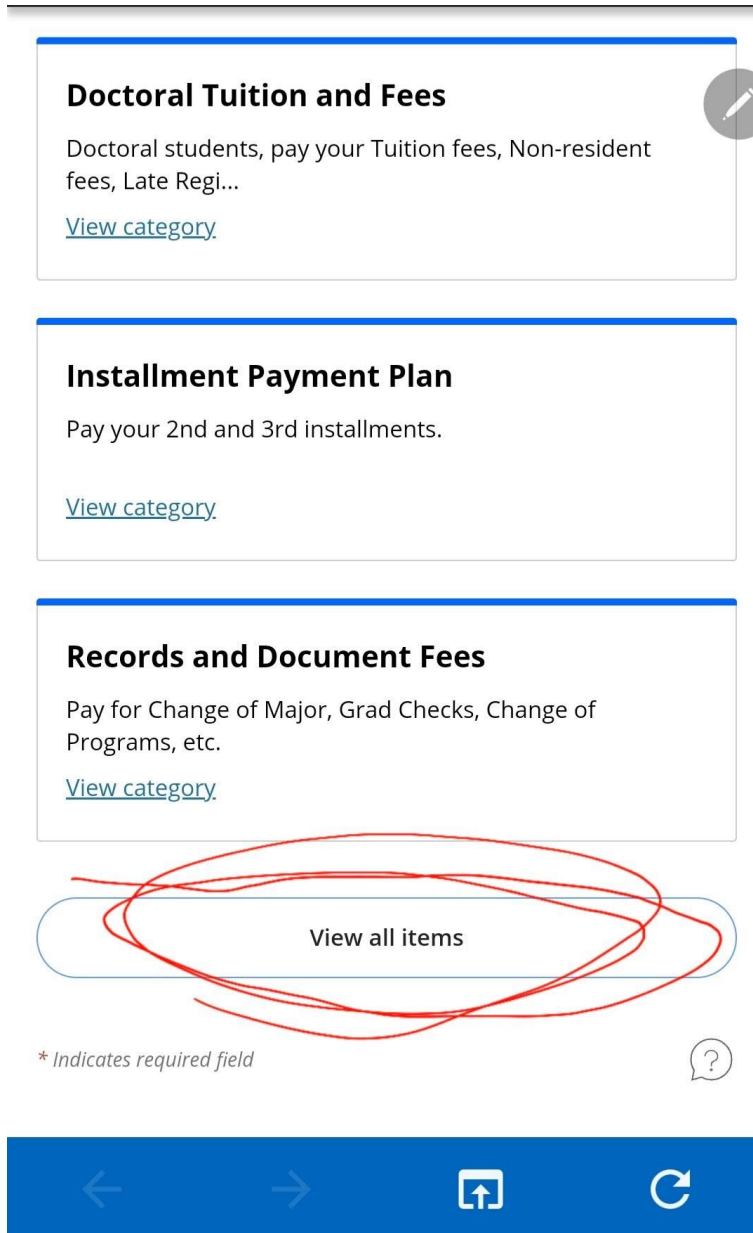
[View Full Site](#)

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](#)

5. Once the Make a Payment page populates,
  - a. If you are using a mobile device scroll down until you see **View All Items**, then click on that selection.

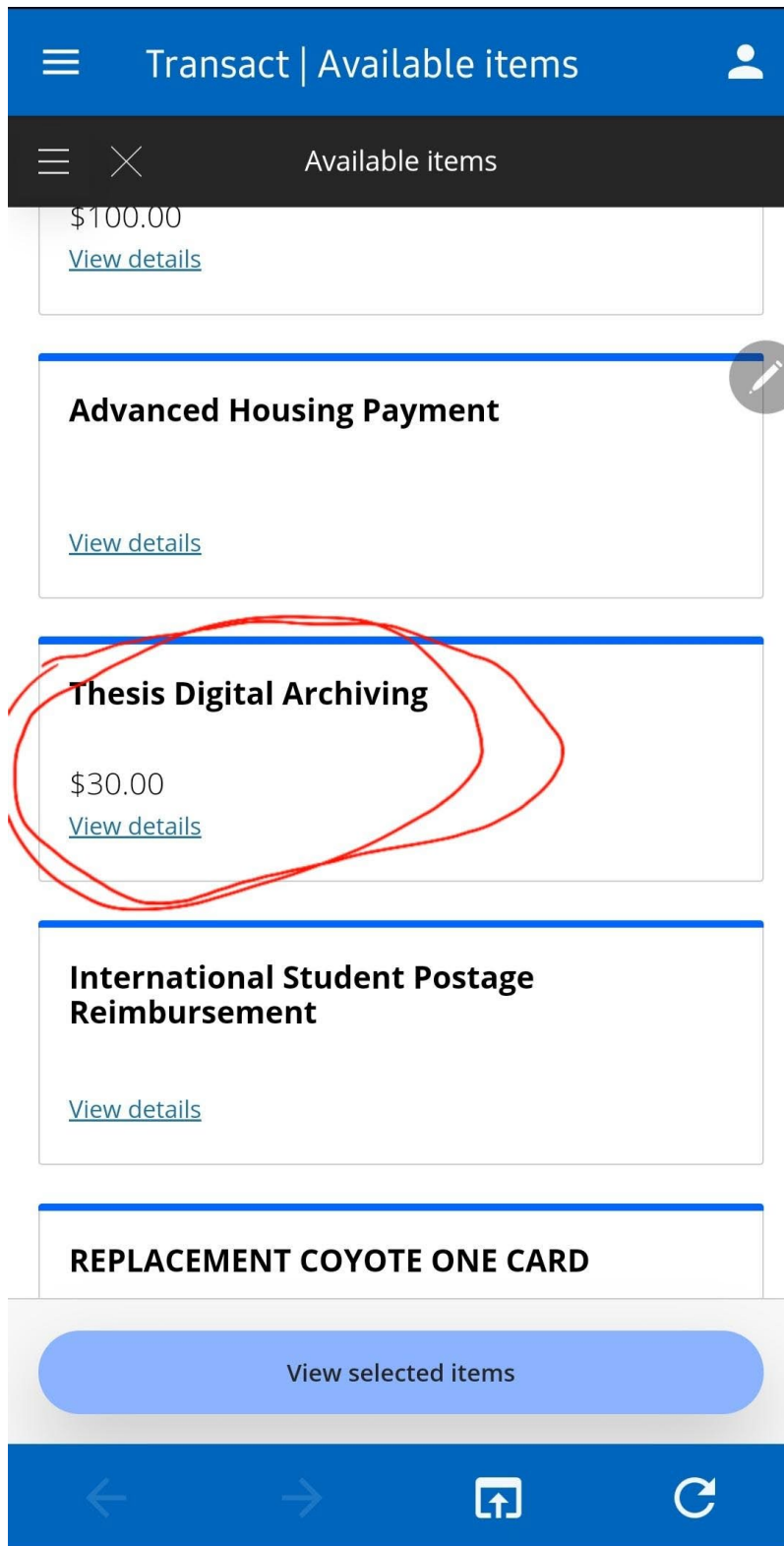


b. If you are on a computer in the Available items section click **View All**

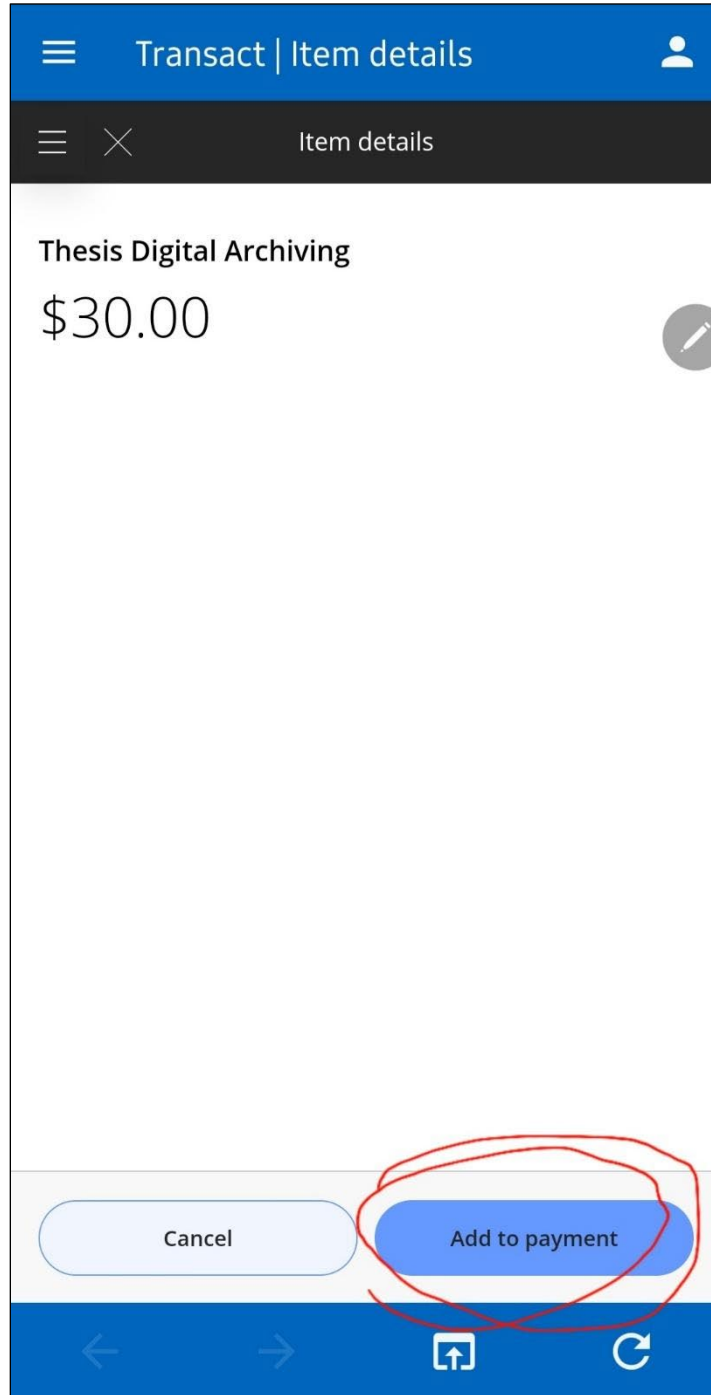
The screenshot shows a user interface for a student account. At the top, there is a header with a profile picture, the name 'CSU San Bernardino', and a balance of '\$0'. Below this is a 'Summary' section stating 'Your account does not currently have any outstanding charges.' and 'MISCELLANEOUS UNIVERSITY FEES:'. The main content area is titled 'Available items' and contains three cards: 'Undergraduate Tuition and Fees', 'Credential Tuition and Fees', and 'Graduate Tuition and Fees'. A 'View all' link is circled in red in the top right corner of the 'Available items' section. A 'Recent transactions' section is partially visible at the bottom.

(Continued on Next Page)

6. On the next page, scroll down until you see **Thesis Digital Archiving**. Select **View Details**.



7. On the Thesis Digital Archiving page, select **Add to Payment** and **Pay now** on the next page scroll to check out.





8. To check out either add an account or select a saved payment method and click **continue**, mark the “agree” box and “Continue” one more time.

**Make a Payment**

My Account Pay amount Step 2 of 3: Payment method

Overview

**Make a Payment**

Transactions

Help

Sign Out

How would you like to pay?

Payment amount  
\$30

\* Payment method

- My bank account 2 (\*\*\*\*)
- My bank account (\*\*\*\*)
- New credit or debit card
- New bank account
- New 529 Savings Plan
- International payment

Secure encrypted payment

Cancel **Continue**

**Make a Payment**

My Account Pay amount Step 2 of 3: Payment method

Overview

**Make a Payment**

Transactions

Help

Sign Out

How would you like to pay?

Payment amount  
\$30

\* Payment method [Change](#)

My bank account (\*\*\*\*)

**Important:** Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.

**Bank account terms and conditions**

By clicking the "I agree" box below, you authorize California State University San Bernardino (CSUSB) to initiate a single ACH/electronic debit from the bank account indicated in this web form for the noted amount on today's date. I understand that because this is an electronic transaction, these funds may be withdrawn from my account on or after the above noted transaction date. I understand that in the event I need to revoke this payment I must contact CSUSB Student Financial Services (909) 537-5162 between 8:00 AM - 5:00 PM PST of the transaction date.


I agree

Secure encrypted payment

Cancel **Continue**

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:

**Thank you for your payment**

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

To: r\*\*\*\*\*@outlook.com

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

Description	Amount
Flex Cash online payments	\$ 0.00
Please allow up to 5 minutes for funds to post to your card. Thank you for your payment!	
Total	\$ 0.00

Payments Received	Amount
<b>CSUSB</b> Smartpay Payments	\$ 0.00
American Express XXXXXXXXXXXX2009	
Authorization # 164477	
Total	\$ 0.00

Thank you for the payment.

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>