Credential Processing (CE 102)
5500 University Parkway
San Bernardino, CA 92407-2393
Website: http://credentials.csusb.edu
Phone: (909) 537-7401

CSUSB
JAMES R. WATSON &
JUDY RODRIGUEZ WATSON
COLLEGE OF EDUCATION

WE DEFINE THE *Future*

PROCESSING FEE PAYMENT OPTIONS AND INSTRUCTIONS

All candidates are required to pay the $10 non-refundable processing fee via MyCoyote or Campus eMarket and include confirmation of the payment (emailed receipt) with the submission of the request form and all other required documentation.

MyCoyote

Currently enrolled candidates will need to sign-in via CSUSB MyCoyote (https://my.csusb.edu/) to use this option. After signing into MyCoyote, please follow these steps to complete the payment:

- ➢ Select Student Center
- ➢ Select Make a Payment (under the Finances section)
- ➢ Read Statement and Select Next
- ➢ Select Make Payment (top menu)
- ➢ Select View All (right menu) to locate **College of Education Student Services**
- ➢ Select Credential Service Fee
- ➢ Manually enter $10.00
- ➢ Select Add to Basket
- ➢ Checkout and make your payment

Campus eMarket

Candidates not admitted or no longer enrolled in the university can make their payment via Campus eMarket (https://commerce.cashnet.com/eCampus). After opening the Campus eMarket web page, please follow these steps to complete the payment:

- ➢ Select **College of Education Student Services**
- ➢ Enter the required information
- ➢ Check $10 Out-of-State Program Completion Verification
- ➢ Select Add to Basket
- ➢ Checkout and make your payment