

Credit Card Instructions

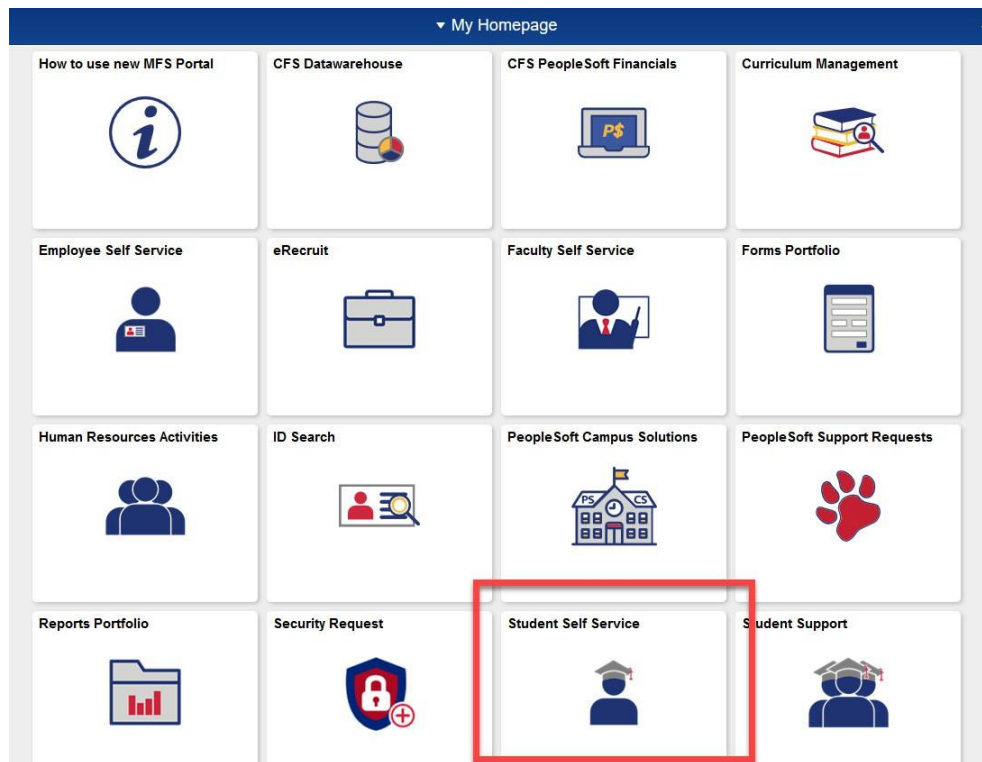
1. Go to my.fresnostate.edu and "Sign In".

The screenshot shows the My Fresno State Portal homepage. At the top, there is a navigation bar with the Fresno State logo and the tagline "Discovery. Diversity. Distinction." Below this is a search bar and a "QUICK LINKS" dropdown menu. A banner for "Latest Updates" mentions plans for Fall 2020 and COVID-19 screening. The main heading is "My Fresno State PORTAL". A large blue button labeled "SIGN IN" is highlighted with a red rectangular box. Below the button are links for "Find Training Videos Here", "Report Issues Here (opens in new tab)", and "Request a New Account Here". To the right, there are two columns of links: "Information for Students" (including Admissions & Recruitment, Enrollment, Transcripts & Graduation, Fees, Tuition & Accounting, Financial Aid and Scholarships, and Student Success) and "Class Information" (including Class Search, General Education Course List, and Search Learning Communities).

2. Sign in using your Username and Password.

The screenshot shows the Campus Login Services page. At the top, there is a navigation bar with the Fresno State logo and the tagline "Discovery. Diversity. Distinction." Below this is a search bar and a "QUICK LINKS" dropdown menu. The main heading is "Campus Login Services". Below the heading is a login form with two input fields: "Username:" and "Password:". The "Password:" field has a link "(I forgot my password)" next to it. Below the input fields is a "Login" button. The entire login form area is highlighted with a red rectangular box.

- 1 Click "Student Self Service".



- 4 Select the "My Finances" green arrow, then click "View eBills/Make a Payment".

Student Self Service

Student Center

Click on each green arrow to expand the desired information.

**My Academic Records & Registration**

**My Admissions and Program Applications**

**My Finances (Financial Obligations and Financial Aid)**

My Account
[Account Inquiry](#)
[View 1098-T](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... 

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).

[To View Your Account Click Here](#)

[View eBills/Make a Payment](#)

My Personal Information

[SEARCH FOR CLASSES](#)

Important Info & Holds
None

To Do List
PBAC GRE/MAT
[more](#)

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
None Assigned

Important Links
[Register to Vote](#)
[California State Student Assoc](#)
[Violence Awareness Training](#)

5. Click "Make a Payment" and then click "View All".

Overview

My Account

Overview

Make a Payment

Transactions

Statements

Help

Sign Out

LJ Lisa Jones
California State University-Fresno

Summary

You do not have any outstanding charges at this time.

Available items

[View all](#)

Degree Application - Bachelor's
After paying the non-refundable d...

Dog Days Guest Fee
All Dog Days registered guest payments are re...

Degree Application - Masters and Ed...
You must submit the online gradu...

Do you want help paying?
Do you know someone that would like to help you pay? Invite them to

Make a payment

6. Select item(s) you will be paying for.

Make a Payment

Available items

Categories

Degree Application - Bachelor's
After paying the non-refundable degree application fee, you MUST go ba...
[View category](#)

Dog Days Guest Fee
All Dog Days registered guest payments are required and non-refundable...
[View category](#)

Degree Application - Masters a...
You must submit the online graduation application and receive approval...
[View category](#)

Additional Diploma - Masters a...
This fee is only required to request an additional diploma.
[View category](#)

Housing and Meals
Housing and meal charges only
[View category](#)

Parking Permits
Buy a student permit
[View category](#)

Student Charges
Tuition, fees, books, etc.
[View category](#)

View selected items

1. Confirm or enter the dollar amount and then select "Add to payment".

The screenshot shows the 'Make a Payment' interface. The main area is titled 'Available items' and 'Student Charges'. It lists two items: 'Continuing and Global Education (Pay CGE charges only)' and 'Pay Any Student Charges Due (Pays all charges by due date)'. A sidebar on the right, titled 'Item details', shows the selected item 'Pay Any Student Charges Due (Pays all charges by due date)' with an amount of '\$0.00'. Below the sidebar, there are 'Cancel' and 'Add to payment' buttons. A red arrow points to the 'Add to payment' button.

8. After all items have been selected, click "Pay Now". If you would like to add more items, click "Add More".

The screenshot shows the 'Make a Payment' interface with a confirmation dialog box. The dialog box has a green checkmark and the text 'Item added!'. It asks 'Do you want to pay now or add more items?' and has two buttons: 'Pay now' and 'Add more'. The background shows the same 'Available items' list as the previous screenshot. At the bottom right, there is a 'View selected items' button.

9. Once the item(s) are selected, click "Continue".

The screenshot shows the 'Pay amount' screen. On the left is a dark sidebar with navigation links: My Account, Overview, Make a Payment (highlighted), Transactions, Statements, Help, and Sign Out. The main content area has a top bar with 'Pay amount' and three dots. Below this is a 'Selected items' table:

Description	Quantity	Amount	View details	Remove
Pay Any Student Charges Due (Pays all charges by due date)		\$100.00	View details	Remove
Total		\$100.00		

Below the table, it asks 'Would you like to pay for something else?' and shows 'Available items' in a grid:

- Degree Application - Bachelor's**: After paying the non-refundable degree application fee, you MUST go ba... [View category](#)
- Dog Days Guest Fee**: All Dog Days registered guest payments are required and non-refundable... [View category](#)
- Degree Application - Masters a...**: You must submit the online graduation application and receive approval... [View category](#)
- Additional Diploma - Masters a...**: This fee is only required to request an additional diploma. [View category](#)
- Housing and Meals**: Housing and meal charges only. [View category](#)
- Parking Permits**: Buy a student permit. [View category](#)

At the bottom right, there are 'Cancel' and 'Checkout' buttons. A red arrow points to the 'Checkout' button. The total amount '\$100' is displayed next to the buttons.

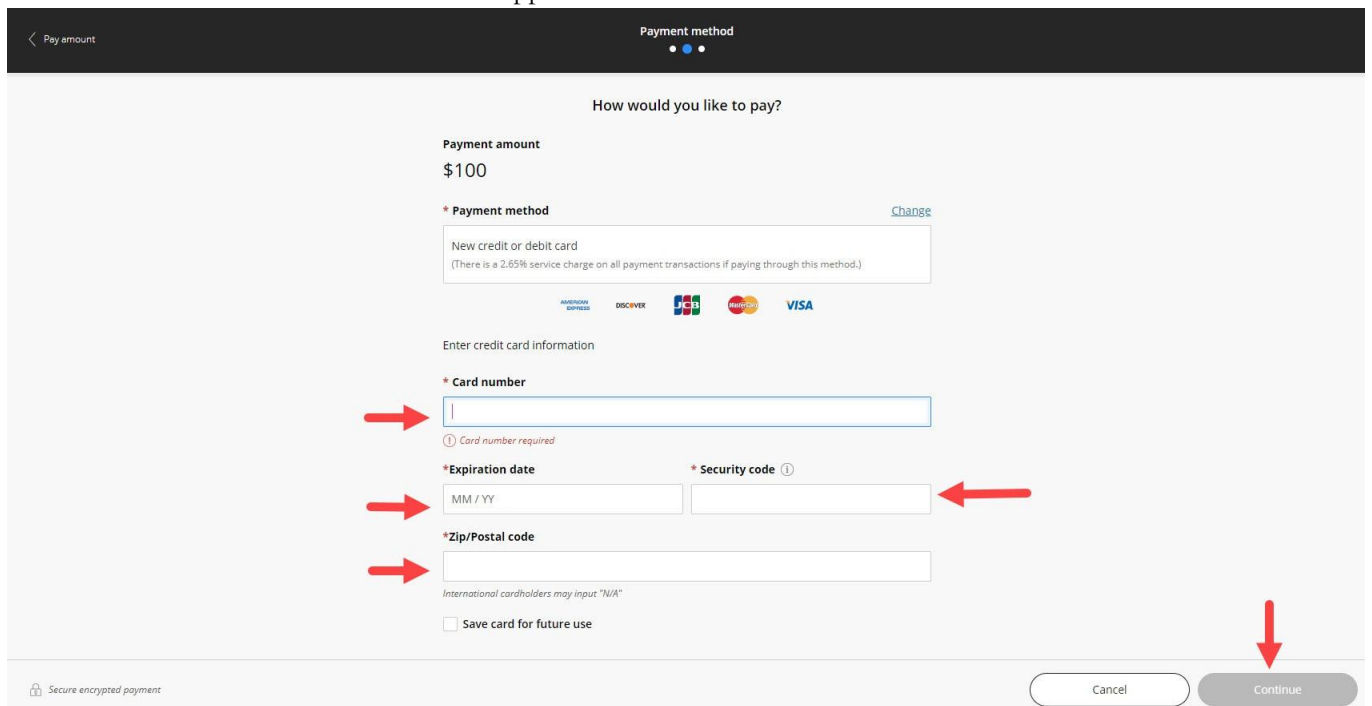
10. Select "New Credit Card or select saved credit card information " and click "Continue".

The screenshot shows the 'Payment method' screen. The sidebar is the same as in the previous screenshot. The main content area has a top bar with 'Payment method' and three dots. Below this is a 'Make a Payment' header. The main content area asks 'How would you like to pay?' and shows the 'Payment amount' as '\$100'. Under the heading '* Payment method', there are three options:

- New credit or debit card**: (There is a 2.65% service charge on all payment transactions if paying through this method.)
- New bank account**: (There is no service charge if paying through this method.)
- International payment**: (Service fee varies.)

At the bottom right, there are 'Cancel' and 'Continue' buttons. A red arrow points to the 'Continue' button. The text 'Secure encrypted payment' is visible at the bottom left.

11 . Enter the information with the "*" that appears next to it. Then "Continue".



The screenshot shows a payment interface titled "Payment method". At the top, there's a navigation bar with a back arrow and "Pay amount", and a "Payment method" header with three dots. Below this, the question "How would you like to pay?" is displayed. The "Payment amount" is listed as "\$100". Under the "Payment method" section, there's a "Change" link and a box for "New credit or debit card" with a note about a 2.65% service charge. Below this are logos for American Express, Discover, JCB, Mastercard, and Visa. The "Enter credit card information" section contains fields for "Card number", "Expiration date" (MM / YY), "Security code" (with a help icon), and "Zip/Postal code". A note states "International cardholders may input 'N/A'". There's a checkbox for "Save card for future use". At the bottom, there's a "Secure encrypted payment" icon and two buttons: "Cancel" and "Continue". Red arrows point to the "Card number", "Expiration date", "Security code", "Zip/Postal code", and "Continue" button.

Payment method

How would you like to pay?

Payment amount
\$100

* Payment method [Change](#)

New credit or debit card
(There is a 2.65% service charge on all payment transactions if paying through this method.)

AMERICAN EXPRESS DISCOVER JCB MASTERCARD VISA

Enter credit card information

* Card number

* Expiration date MM / YY

* Security code ⓘ

* Zip/Postal code

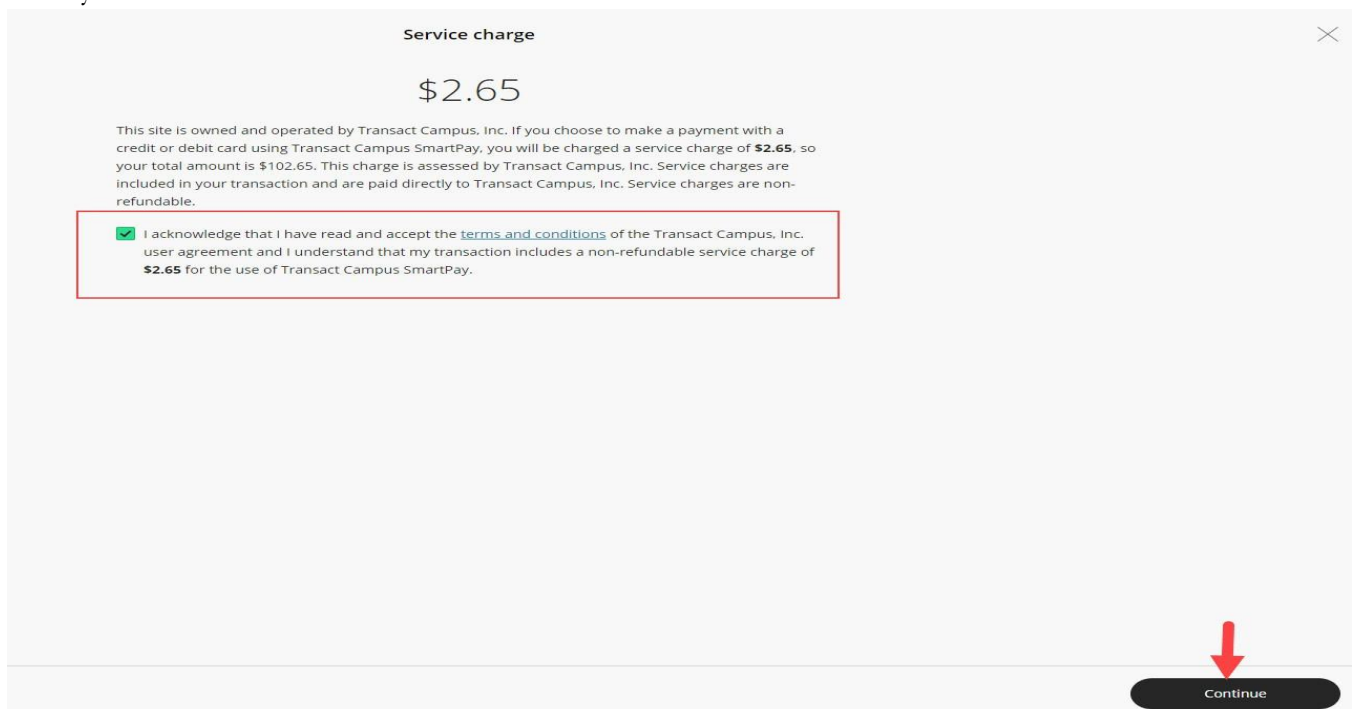
International cardholders may input "N/A"

☐ Save card for future use

Secure encrypted payment

Cancel Continue

12. After you read the Terms & Conditions check mark the box and "Continue".



The screenshot shows a "Service charge" confirmation screen. It displays a service charge of "\$2.65". Below this, there's a paragraph explaining the charge: "This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service charge of \$2.65, so your total amount is \$102.65. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable." Below the paragraph is a checkbox with a green checkmark and the text: "I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge of \$2.65 for the use of Transact Campus SmartPay." At the bottom right, there's a "Continue" button. A red arrow points to the "Continue" button.

Service charge

\$2.65

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service charge of **\$2.65**, so your total amount is \$102.65. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

☒ I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge of **\$2.65** for the use of Transact Campus SmartPay.

Continue

13. Once the transaction is complete, you will then receive your receipt of payment via email. Check your student account to confirm that the payment has been posted.