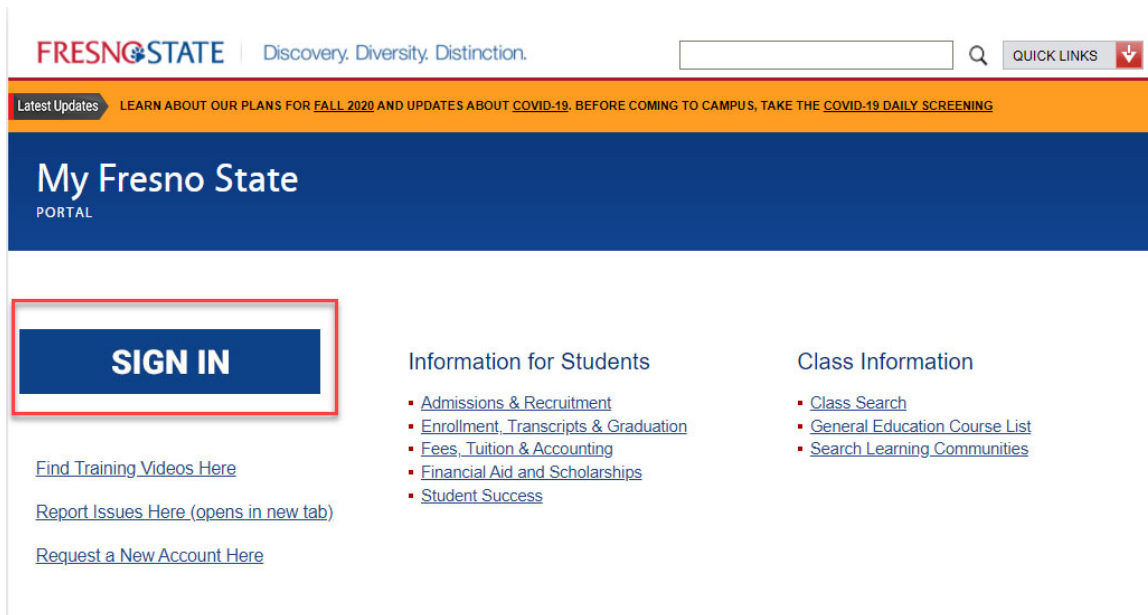


New Credit or Debit Card Instructions

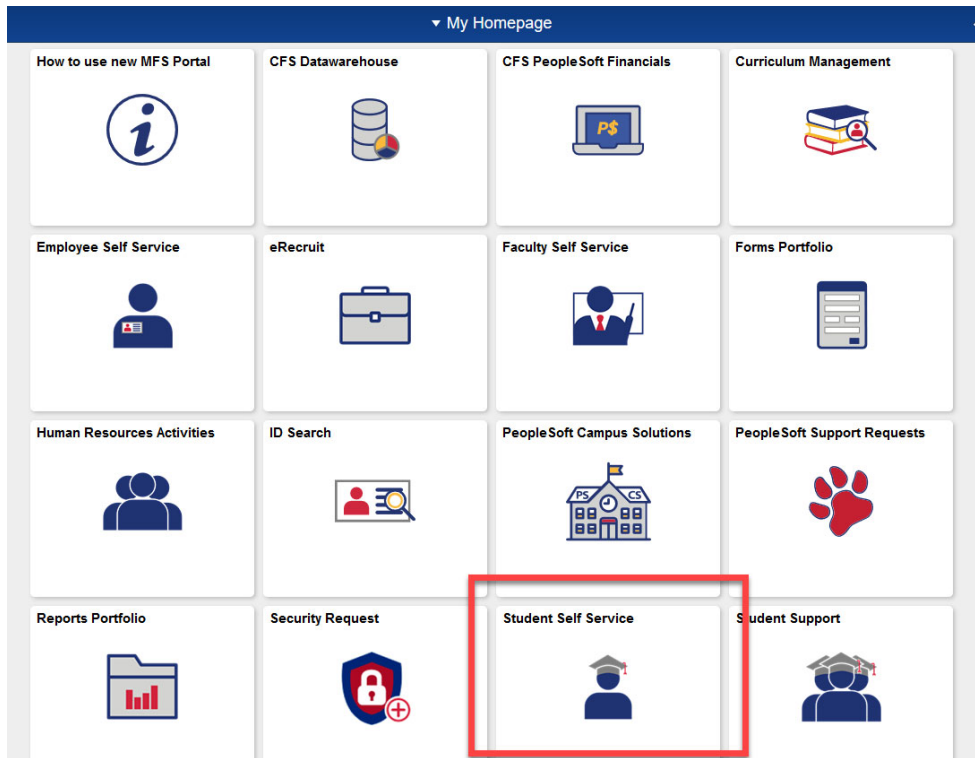
1. Go to <https://my.fresnostate.edu> and “Sign In”.



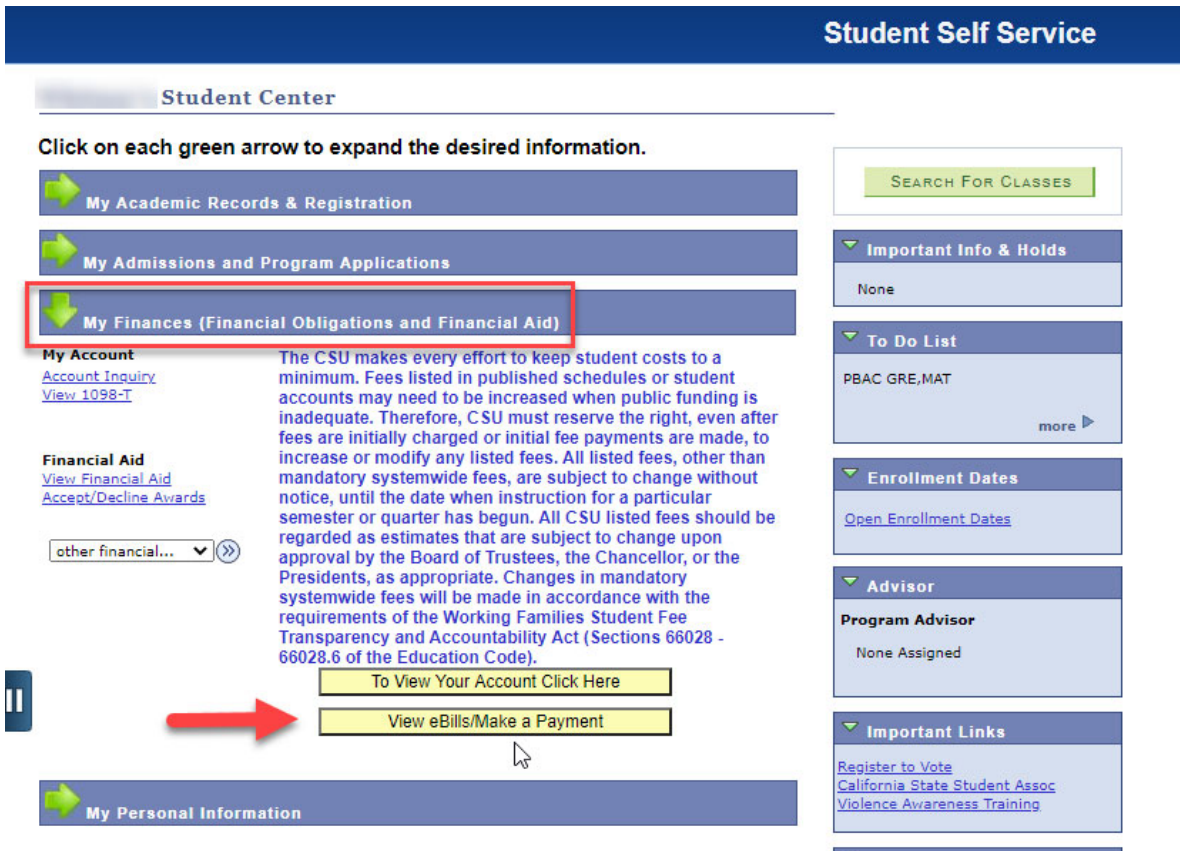
2. Sign in using your Username and Password.



3. Click “Student Self Service”.



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



5. Click “Make a Payment” and then click “View All”.

Overview

My Account

Overview

Make a Payment

Transactions

Statements

Help

Sign Out

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](#)

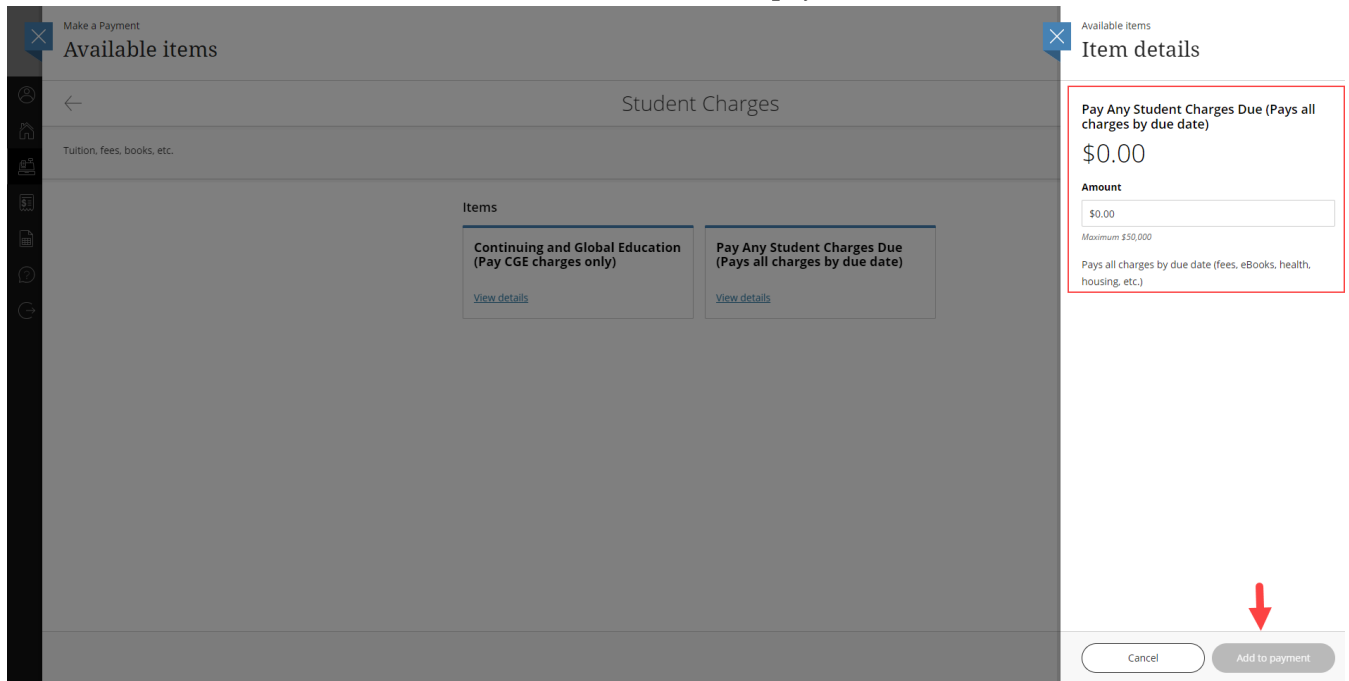
Housing and Meals
Housing and meal charges only
[View category](#)

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

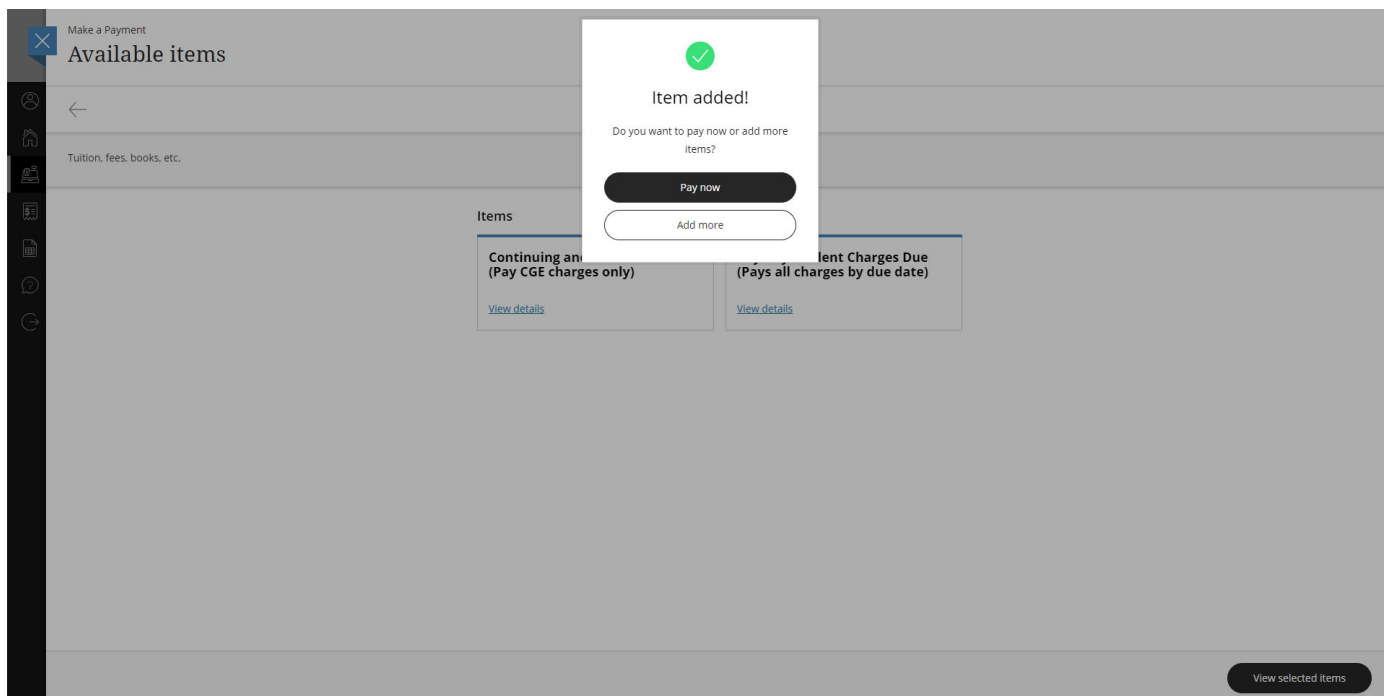
Student Charges
Tuition, fees, books, etc.
[View category](#)

View selected items

7. Confirm or enter the dollar amount and then select “Add to payment”.



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



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

The screenshot shows the 'Pay amount' screen. At the top, there is a navigation bar with the university logo and a 'Pay amount' title. A sidebar on the left contains menu items: My Account, Overview, Make a Payment, Transactions, Statements, Help, and Sign Out. The main content area is titled 'Selected Items' and contains a table with the following data:

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, the question 'Would you like to pay for something else?' is followed by a section titled 'Available Items' with six options:

- 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 is a 'View all items' button and a 'Checkout' button with a red arrow pointing to it. The total amount '\$100' is displayed in the top right corner.

10. Select “New Credit or Debit Card” and click “Continue”.

The screenshot shows the 'Payment method' screen. At the top, there is a navigation bar with the university logo and a 'Payment method' title. A sidebar on the left contains menu items: My Account, Overview, Make a Payment, Transactions, Statements, Help, and Sign Out. The main content area is titled '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.)

The 'New credit or debit card' option is highlighted with a red box. At the bottom right, there is a 'Continue' button with a red arrow pointing to it. The text 'Secure encrypted payment' is visible at the bottom left.

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

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

* Security code ①

* 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”.

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 posted.