

## CASHNET INTERNATIONAL PAYMENTS

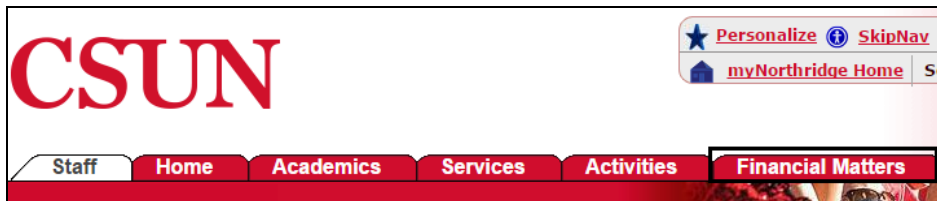
University Hall 365  
Phone: (818) 677-2945  
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### HOW TO PAY BY FOREIGN CURRENCY

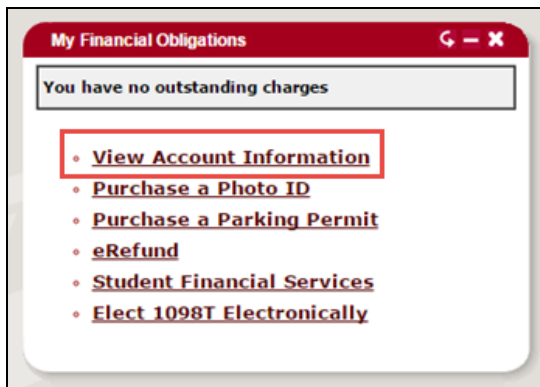
1. Login to the *myNorthridge* portal on the CSUN website.

The screenshot shows the 'myNorthridge PORTAL LOGIN' form. It includes a red-bordered box around the 'Username:' and 'Password:' input fields and the 'Login' button. Below the box, there are links for 'Forgot: User ID' and 'Password'.

2. Select the **Financial Matters** tab.



3. Select the **View Account Information** link on the **My Financials Obligation** page.



4. Select **CSUN Payment**. EXL (Extended Learning) Students should select **Tseng College Payment**.

**CSUN Student Account Information**

Student Account Information -- Jun 30, 2015 12:56:30 PM

Term	Charge Type	<u>Total Charges Outstanding</u>	<u>Anticipated Aid</u>	<u>Future Charges</u>	<u>Current Balance Outstanding</u>
<a href="#">Summer Term 2015</a>	The Tseng College	\$50.00	\$0.00	\$0.00	\$50.00
<a href="#">Fall Semester 2015</a>	Tuition and Other Fees	\$50.00	\$0.00	\$0.00	\$50.00
TOTAL		\$100.00	\$0.00	\$0.00	\$100.00

5. Select on the **Fee Details** link.

Your account currently has the following charges:

<a href="#">Tuition and Related Fees (2147-Fall Semester 2014)</a>	\$1,416.00
<a href="#">PHOTO Online</a> Photo ID purchased On Line - You must print your receipt and present it to Admissions and Records (Bayramian Hall Lobby) to take photo and receive ID card	\$5.00

6. Verify the payment amount is correct, followed by **Add to Basket** button.

**Tuition and Related Fees**  
2147-Fall Semester 2014

Price:

To pay for this item, click the button below.

7. Proceed by selecting **Checkout**.

Tuition and Related Fees (2147-Fall Semester 2014)	<a href="#">Edit</a>	<a href="#">Delete</a>	\$1,416.00
		<b>Total Amount</b>	<b>\$1,416.00</b>
<input type="button" value="Continue Shopping"/>		<input type="button" value="Checkout"/>	

8. Select **Pay by International Wire Transfer**, followed by **Continue Checkout** button.

Select Method of Payment \*

- Pay by Credit Card - Visa, MasterCard, American Express, or Discover
- Pay by Electronic Check - Your debit or credit card number will **NOT** work here.
- Pay by International Wire Transfer** - Funds must be received and posted to your student account by the payment deadline.

Continue Checkout

9. Enter the required Foreign Currency Information.

- Select the appropriate **Country**
- Enter **Currency** – Option 1: USD – US Dollar or Option 2: Home Currency
- Enter **Name**
- Enter **Email Address**
- Read the **Terms and Conditions** and select the **Agreement box**
- When completed, select **Continue Checkout**

**Enter Foreign Currency Information**

This payment will **NOT** be completed until you have instructed your bank to transfer the appropriate funds. Payment instructions will be provided with the receipt page.

Quoted exchange rates are only valid for 72 hours.

Country

Currency

Base Currency 

Currency	Rate	Total
US Dollar, USD	-	20.00

Convert To

Remitter Name

Email Address

**Terms & Conditions**

• The following screens will provide you with the bank account details for settling to California State University, Northridge C/O Western Union Business Solutions. You will need to print this document.  
• Then, you will need to take the document to your bank and instruct them to make the payment as soon as possible.  
• The rate is valid for 72 hours from the time which will be indicated on

Yes, I have read and understood the above information and wish to proceed.

(You'll have a chance to review this order before it's final.)

Continue Checkout

10. If USD-US Dollars was selected, **Ok** must be selected on the pop-up alert.

**U.S. Dollar Currency Alert**

You have selected U.S. dollars as the currency you will instruct your bank to deliver. Do you really want to pay in U.S. dollars or would you like to change your selection to pay in your local currency? Note that you should only be selecting U.S. dollars if your local currency is not available on the currency selection screen. Select "OK" to continue and receive instructions to pay in U.S. dollars or "Cancel" to return to the currency selection screen.

11. Review all payment information for accuracy. Select **Submit Payment**.

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
Tuition and Related Fees (2157-Fall Semester 2015)	\$50.00
<b>Total Amount</b>	<b>\$50.00</b>

**Payment Information**

Selected Currency: Chinese Renminbi Yuan  
Selected Country: China  
Foreign Currency Total: CNY 320.23  
Student Name: [REDACTED]  
Remitter Name: Matty Matador  
Email Address: matty.matador.58@csun.edu

12. View and print the instruction sheet.

**Transaction Pending**

Receipt Number: 2445239 \*PENDING\*  
Customer: CSUN Web Payments  
Current Date: 07/09/2015


Description	Amount
Tuition and Related Fees (2157-Fall Semester 2015)	\$50.00
<b>Total</b>	<b>\$50.00</b>


Transaction Received	Amount
<a href="#">Click here to view and print important instructions that must be taken to your bank when you initiate the transfer of funds.</a>	\$50.00

This payment will **NOT** be completed until funds have been received and posted to your student account.

13. Once the payment is submitted a **Transaction Pending** page will display. Complete the payment at your bank or with online banking using the printed instructions. Payment will not be complete until the bank has been instructed to transfer the appropriate funds based on instructions provided via a link on the receipt page.

- A payment will not post to the student account until the funds have been received by CSUN.
- The instruction sheet is valid for 72 hours, even if US funds are being sent.
- Initiate a new wire payment if 72 hour window has expired.
- Do not use the same set of instructions more than once.

  
**business solutions**



CALIFORNIA  
STATE UNIVERSITY  
NORTHRIDGE

You're nearly there! To ensure that your payment is received by the University without any delays, please follow the instructions below.

**PAYMENT INSTRUCTIONS**

1. Please print this form and take it to your bank or,
2. Transfer funds via your online banking service (if applicable) or,
3. Transfer funds via calling your bank directly

**\*Amount to Pay:** AUD 13.30

**\*\*Reference Transaction**

**ID Number:** US?!876498XQ  
**Student Name:** Payment for MATADOR\_MATTY  
**Remitter Name:** matty matador

\*1. Please note that unless the quote is in US Dollars this account cannot accept US Dollars (USD) and is also unable to accept a cash deposit.  
\*2. To ensure that your funds are successfully received by the University, the Reference Transaction ID Number must be included on your bank's payment instructions. If this is missing the payment will not be credited to your account.

**Bank Identifier:** SWIFT:WPFKE#1 BSB:1234566  
**Bank Name:** WESTFARCE BANKING CORPORATION  
**Bank Address:** 275 KENT STREET  
SYDNEY NZ 2000

**Beneficiary name:** Western Union Business Solutions (USA) LLC  
**Account Number/IBAN:** ZZZYYY  
**Beneficiary Address:** 123 ELM Street NW  
Washington DC 10005

\*\*DO NOT SEND A CHEQUE

**The following quote is valid until:** 14 June 2015 17:29 GMT  
You cannot use this sheet after this date. If the date above has passed, go online again and create a new quote.

Upon receipt the funds will be transmitted to California State University Northridge (Training) California State University Northridge (Training) in partnership with  
Western Union Business Solutions (USA) LLC  
1152 15th Street NW, Washington DC 20005  
Payment Inquiries, please email [studentinquiries@westernunion.com](mailto:studentinquiries@westernunion.com)  
Phone: 1 877 218 8829

Remember, we're here to help. If you have any questions relating to this transfer, please contact Western Union Business Solutions at [studentinquiries@westernunion.com](mailto:studentinquiries@westernunion.com) or toll free at 1-877-218-8829.

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For additional information on payments visit the [How to Pay Your Fees](#) webpage.