HOW TO PAY FEES USING YOUR MOBILE DEVICE

Student fees can be paid from the convenience of a mobile device.

1. The official CSUN Mobile App can be downloaded on Apple’s App Store or Google Play under CSUN. For more information visit the CSUN Mobile App webpage.

2. From the CSUN mobile app, select the Pay Now icon.
3. Login to the CSUN Mobile App. Select **Sign in to module using your CSUN user name and password**.

4. Log in using your CSUN **User ID** and **Password**. Select the **Sign In** button.
5. A confirmation page indicating a successful login will display. Select the **OK** button.

![Confirmation Page](image)

6. Review the terms and conditions and select **I Agree** to move forward.

![Terms & Conditions](image)
7. Select **Pay CSUN Now**.

8. Select **Tuition and Related Fees**.

9. Select **Add to Basket**.
10. Verify the **Total Amount** and select **Checkout**.

11. Select a payment method and select **Continue Checkout**.

   **Select Method of Payment**

   - Select to pay by credit card - VISA, MasterCard, American Express or Discover
   - Select to pay by electronic check - Have your bank routing and checking account numbers ready.

   ![Image of Select Method of Payment]

   ![Image of Credit Card Payment Page]

   a. If paying by **credit card**: Check the box to acknowledge the terms and conditions and the non-refundable service charge. Select **Continue Checkout**. Input required information on the Credit Card Payment Page and select **Continue Checkout**.

   ![Image of Credit Card Payment Page Complete]

   **There is a 2.76% service fee for credit card payment of all NON-PARKING charges.**

   Note if using a Debit Card as a Credit Card: Debit Cards have a daily limit set by your bank. Contact your bank to verify available balance and daily limit BEFORE submitting this payment.
b. If paying by **electronic check**: Input required information on the Electronic Check Payment Page and select **Continue Checkout**.

You will be charged a $20.00 service fee if your electronic check is rejected by your banking institution.

**IMPORTANT:** Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH." Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number
Confirm Bank Account Number
Account Type: 
Routing Transit Number
Account Holder Name
Email Address

(Optional) Please provide a name for this payment method to be saved for future use:

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

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12. Review the **Total Amount** and all **Payment Information**. Once reviewed for accuracy select **Submit Payment**.
13. Once payment is submitted, a Transaction Approved page will display.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Related Fees (2147-Fall Semester 2014)</td>
<td>$1,416.00</td>
</tr>
<tr>
<td>SERVICE FEE</td>
<td>$38.94</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,455.54</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payments Received</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSUN SmartPay Payments</td>
<td>$1,416.00</td>
</tr>
<tr>
<td>Visa X00000000000X1111 Authorization # TEST99</td>
<td></td>
</tr>
<tr>
<td>CSUN SmartPay Payments</td>
<td></td>
</tr>
<tr>
<td>Visa X00000000000X1111 Authorization # TEST99</td>
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<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

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 initial fee payments are made, to increase or modify any listed fees, 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.

Your receipt has been emailed to john.doe@csun.edu

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