How to Make an Online Payment

University Housing Services

1. Go to MySJSU (http://my.sjsu.edu/) and click the Login to MySJSU button.

2. Enter your User ID and Password and click the Sign In button.

3. On your web browser, disable your pop-up blocker or add MySJSU as an allowed site in order to continue to pay online.

4. From the Student Center page (your homepage), scroll down to Finances.

5. Click the Pay Now button.

6. Click Click here to make a payment.

For step-by-step instructions, go to: Pop-up Blocker Information (http://www.housing.sjsu.edu/housingaz/Disable_Popup_Blocker.pdf)
7. Click desired option. (if paying for housing charges ONLY, select Housing Only Payment)

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 President, 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).

Your account does not currently have any outstanding charges.

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>View</th>
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</thead>
<tbody>
<tr>
<td>Housing Only Payment</td>
<td></td>
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</tr>
<tr>
<td>On-campus Housing Students only: Use this payment type to make payment towards housing charges only. Do NOT use this payment type to make payment towards tuition and fees.</td>
<td></td>
<td>View Details</td>
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<tr>
<td>Prepayment on Account</td>
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International Wire Transfer/International Credit Card Payment
For international students to wire funds from outside the US and make payment by international credit card.

8. Enter payment amount, select term and click the Continue button.

9. Click Checkout button.

**Housing Only Payment**
On-campus Housing Students only: Use this payment type to make payment towards housing charges only. Do NOT use this payment type to make payment towards tuition and fees.

Total Amount: **900**

"Term: [Select]"

(Payment Plan Students can change the Total Amount to the installment amount currently due.)

Total Amount: **$900.00**

Make Another Payment  Checkout
10. Select Method of Payment, then click Continue Checkout button.

11. If paying by Credit Card, there is a 2.75% convenience Fee.

12. If paying by e-check enter information located on bottom of check. (There is no convenience fee for paying by electronic check.)

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 regular U.S. bank checking accounts are allowed.
Sample checks:

Some banks have the following format:

Other banks have the following format:

13. After finalizing your payment with an e-check the Payment Confirmation page will display. There is no convenience fee.