Overview
This student guide shows how to make a payment with a credit card.

The MySJSU homepage displays.

1. Go to MySJSU (http://my.sjsu.edu/).
2. Click the MySJSU Sign In button.

The Login page displays.

3. Enter your SJSU ID and Password.
4. Click the Sign In button.

Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name and SJSU ID.
5. Click the **PAY NOW** button.
6. Click the **Click here to make a payment** link.

The **Student Account Online** page displays.

7. Review the payments due.

8. Select the link for the bill you want to pay.
The Student Balance box displays.

9. Enter the amount you want to pay in the Total Amount box. If you are on a payment plan, you can update this to the amount that is currently due.

10. Review the payment information.

11. To make another payment, click the Make Another Payment button.

12. To pay, click the Checkout button.
The Select Method of Payment page displays.

13. Select **Enter new credit card information**, or if you have credit card information saved, you can select **Use my** ....

14. Click the **Continue Checkout** button.
15. If you selected **Enter new credit card information**, a page displays where you can enter this information.

16. You can name this card to identify it for future use.

17. Click the **Continue** button.

### Field Description List: Credit Card Billing Information Page (above)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder Name</td>
<td>Name as shown on the credit card.</td>
</tr>
<tr>
<td>Credit Card Number</td>
<td>A16-digit credit card number. Do not use spaces or dashes.</td>
</tr>
<tr>
<td>Expiration Month</td>
<td>Credit card expiration month from the dropdown menu.</td>
</tr>
<tr>
<td>Expiration Year</td>
<td>Credit card expiration year from the dropdown menu.</td>
</tr>
<tr>
<td>Address</td>
<td>Billing street address on file with the credit card.</td>
</tr>
<tr>
<td>City</td>
<td>Billing city on file with the credit card.</td>
</tr>
<tr>
<td>State/Province/Region</td>
<td>Billing state, province or region on file with the credit card.</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>Billing Zip Code on file with the credit card.</td>
</tr>
<tr>
<td>Country</td>
<td>Billing country for the address on file with the credit card.</td>
</tr>
</tbody>
</table>
A new window opens and the CASHNet SmartPay home page displays.

18. Review the assessed Service charges and the terms and conditions.

19. Check the box to indicate that you have read and acknowledged the terms and conditions.

20. Click the Continue Checkout button.

21. Email Address: Enter the email address to which you want your receipt delivered.

22. Click the Continue Checkout button.
23. Review the payment information.

24. Click the **Submit Payment** button.

You will receive a receipt at the email address you supplied.

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**The Credit Card Billing Information page displays.**

25. You can view your transaction.

26. You can view or print another receipt.