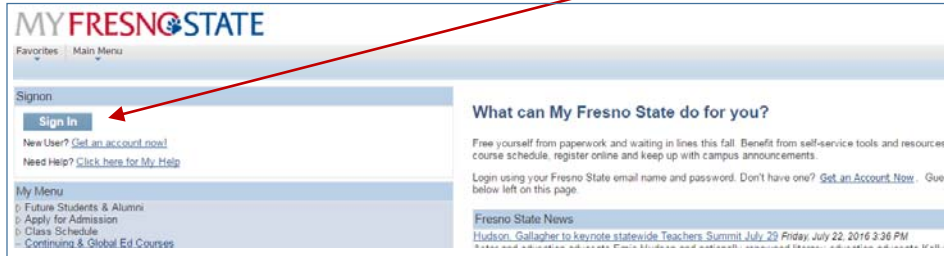


Online SmartPay Payment Instructions



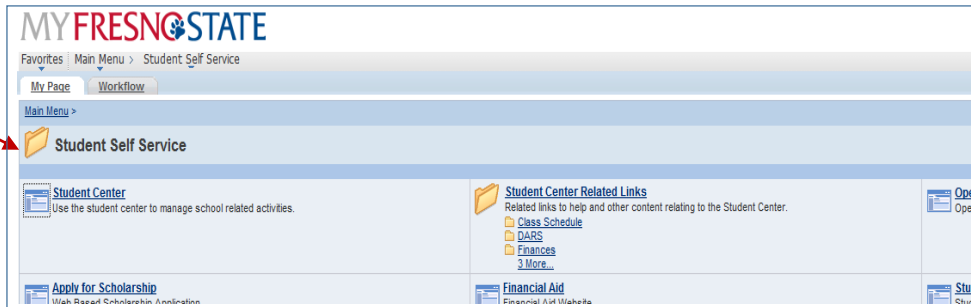
1. Go to My Fresno State, <https://my.fresnostate.edu> and “Sign In”



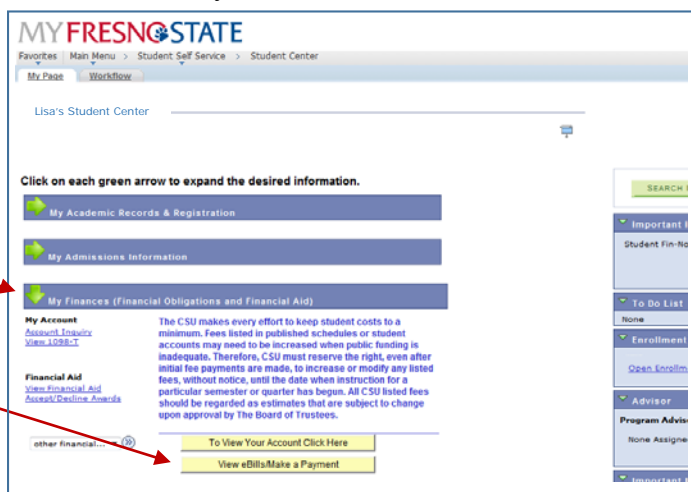
2. Go to “Student Self Service”



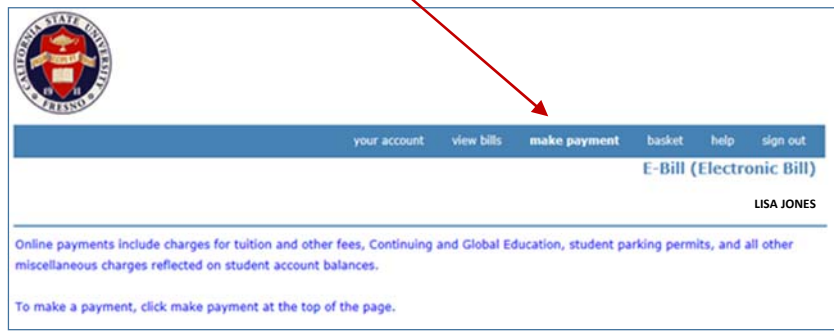
3. Select “Student Center”



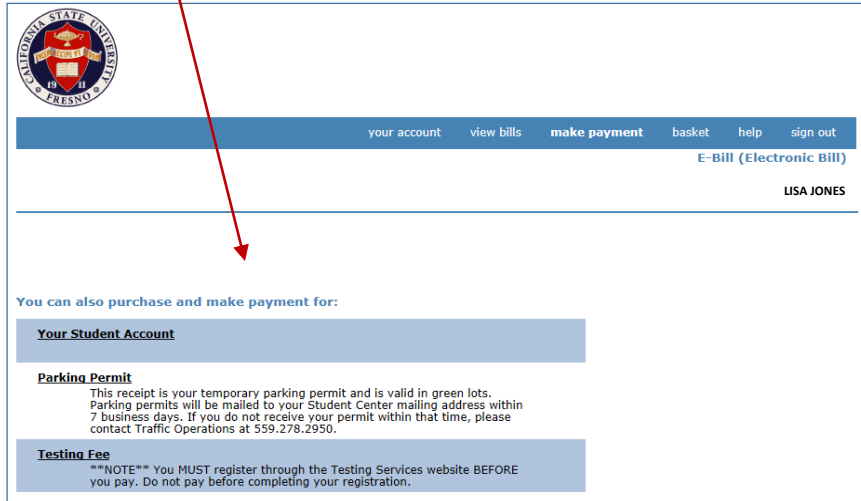
4. Click on green arrow titled “My Finances.” Then click “View eBill/Make a Payment”



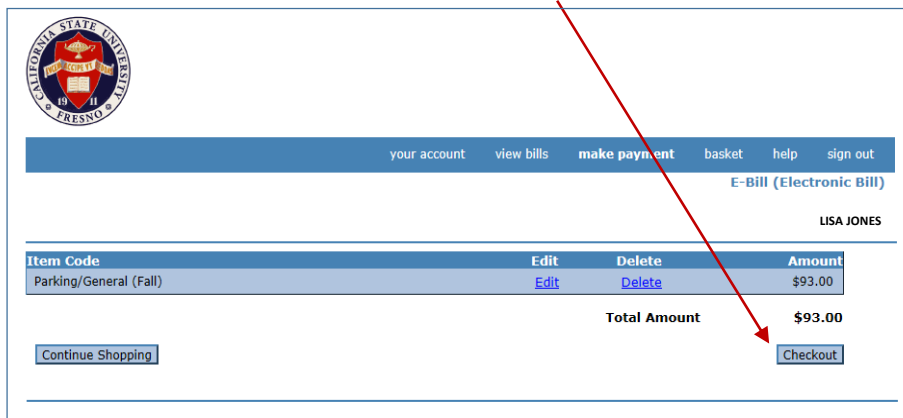
5. Select "Make Payment"



6. Select item(s) to pay:



7. After adding item(s) to your basket select "Checkout"



8. Select SmartPay (credit card) payment method:

The screenshot shows the 'Select Method of Payment' screen. At the top left is the National State University of Arizona logo. A navigation bar contains links for 'your account', 'view bills', 'make payment', 'basket', 'help', and 'sign out'. Below this, it says 'E-Bill (Electronic Bill)' and the user's name 'LISA JONES GINA TAMEZ'. The main section is titled 'Select Method of Payment *'. Three radio button options are listed: 'SmartPay - Credit Card' (selected, with a red arrow pointing to it), 'E-Pay - Electronic Check', and 'IFT - Pay with Foreign Currency'. Below the options is a 'PAY WITH MasterPass' logo and a 'Continue Checkout' button.

9. Enter information where the red astrick * appears. Then click “Continue to Checkout”

The screenshot shows the 'Enter credit card information' form. At the top is the 'CASHNet SMARTPAY' logo. A navigation bar contains links for 'your account', 'view bills', 'make payment', 'basket', 'help', and 'sign out'. Below this, it says 'E-Bill (Electronic Bill)' and the user's name 'Lisa Jones'. The form is titled 'Enter credit card information'. It has several input fields: 'Credit Card Number', 'Expiration Month', 'Expiration Year', 'Cardholder Name', 'Address', 'City', 'State/Province/Region', 'Zip/Postal Code', 'Country', and 'Email Address'. Red arrows point to asterisks on the 'Credit Card Number', 'Expiration Month', 'Expiration Year', 'Address', and 'Email Address' fields. There are also logos for American Express, Discover, MasterCard, and Visa. At the bottom, there is an optional field for a name to save the payment method, a note '(You'll have a chance to review this order before it's final.)', and a 'Continue Checkout' button.

10. Checkmark the box to acknowledge Terms & Conditions. Continue to checkout.

The screenshot shows the Terms & Conditions acknowledgment screen. At the top is the 'CASHNet SMARTPAY' logo. A navigation bar contains links for 'your account', 'view bills', 'make payment', 'basket', 'help', and 'sign out'. Below this, it says 'E-Bill (Electronic Bill)' and the user's name 'Lisa Jones'. The main text states: 'This site is owned and operated by Higher One, Inc. If you choose to make a payment by using CASHNet SMARTPAY, you will be charged a service charge of \$2.56. This charge is assessed by Higher One, Inc. Service charges are included in your transaction and are paid directly to Higher One, Inc. Service Charges are non-refundable.' Below this is a checkbox with the text: 'I acknowledge that I have read and accept the terms and conditions of the Higher One, Inc. User Agreement and I understand that my transaction includes a non-refundable service charge of \$2.56 for the use of CASHNet SmartPay.' There are three buttons: 'Review Charges', 'Cancel My Transaction', and 'Continue Checkout'. At the bottom are links for 'terms', 'privacy', and 'security'.

11. Once the transaction is complete, you will receive a receipt of payment via email. Check your student account to verify the payment has posted.

Have questions? Need help? Please call Student Accounts at 559-278-2876