

- The steps below illustrate how to make an online payment.
- ✓Log in to the SAO site, via one.sjsu.edu SSO > MySJSU tile.

SAN JOSÉ STATE UNIVERSITY

one.SJSU Spartan App Portal

What would you like to do?

Single Sign-On Logout

#sjsuvotes

The SJSU Elections Center provides resources to ensure Spartan voters can make informed decisions for the 2020 elections.

view all

Most Popular

Canvas app	MySJSU PeopleSoft - CS	My Email G Suite	My Video Conferencing Zoom
SJSU @ Work PeopleSoft - HR	DocuSign	Canvas Support website	Faculty Planner Blue Sail Data
Library OneSearch	Spartan Connect including advising appts	Order Transcripts website	SOTE/SOLATE app

See More

✓ In the Student Portal MySJSU - Click Pay Now in the Finance section to reach the SAO site

✓ Make sure you disable your pop up blocker or allow the payment site through your pop up blocker otherwise the payment window will not appear

Student Info & Tasks My Page

Menu Student Center

Search:

- My Favorites
- Alert-SJSU
- CSU SA Baseline
- Self Service
- SJSU Campus Solutions
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Financial Aid
- Student Financials
- Set Up SACR
- Reporting Tools
- PeopleTools
- Apsian
- Student Center
- To Do List
- Hold
- My Messages
- Online Course Evaluations
- Send Messages
- View Application Status
- My Personalizations

Student Center

Student Center

View My Messages

You have no new messages.
[View Messages](#)

Academics

Search
[Plan](#)
[Enroll](#)
[My Academics](#)
[MyScheduler](#)

[Enrollment Shopping Cart](#)

Finances

My Account
[Account Inquiry](#)
[Enroll In Direct Deposit](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

[Pay Now!](#) [Payment Plan and Other Services](#)
[*Important Student Fee Information](#)

Search for Classes

Holds
No Holds.


Other Indicators
Electronic Refund Indicator
1st Semester Advising Complete
[Details](#)

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
None Assigned

General Information
[Admissions](#)



• **Payer Experience in Cashnet**

✓ In the SAO site's navigation, click Make a Payment.

The screenshot displays the Cashnet interface for San José State University. At the top left is the university's logo and name. The main header area includes the word "Overview" and a notification bell icon with a "1" badge. Below this is a dark navigation bar with a user profile icon, the text "San Jose State University", and a "Balance \$0" indicator. A dark sidebar on the left contains navigation options: "Overview", "Make a Payment", "Transactions", and "Sign Out". A blue arrow points to the "Make a Payment" option in the sidebar. Below the navigation bar, the "Summary" section contains the text "Your account does not currently have any outstanding charges." At the bottom of the page, there is a "Make a payment" button, which is highlighted by a blue arrow pointing to it from the left.

My Account

Overview

Make a Payment

Transactions

Sign Out

Pay amount

1 item \$500 | Remaining due \$0

How much would you like to pay?

Student Balance - to pay tuition and campus fees

Amount

\$500.00

Balance \$500



- ✓ If a balance is due for tuition/campus fees/housing it will auto populate the amount due under Student Balance.
- ✓ If you need to change the amount click the "x",
- ✓ Type in the amount in you want to pay, this will go to your overall Student Balance, prioritizing tuition and campus fees, unless you are on a payment plan.
- ✓ If you wish to pay housing charges only, select Housing Only Payment at the bottom of the screen instead.
- ✓ At the bottom right of the page press

Continue



< Pay amount

Payment method



Overview



Make a Payment



Transactions



Sign Out

How would you like to pay?

Payment amount

\$100

* Payment method

Select...

New credit or debit card

New bank account

Foreign currency

New 529 savings plan



- ✓ Select your method of payment from the dropdown menu:
- ✓ **New credit or debit** – credit card payment
- ✓ **New Bank Account** – Electronic Check/ACH payment
- ✓ **Foreign Currency** – Flywire bank wire or Intl. Credit Card
- ✓ **New 529 savings plan** – 529 savings plan ACH payment

 Secure encrypted payment

Cancel

Continue

How would you like to pay?

Payment amount

\$100

* Payment method

New credit or debit card



- We accept VISA, MasterCard, American Express and Discover Credit Cards.
- We do not accept ATM Debit Cards.
- There is a non-refundable 2.75% service charge for paying with a credit card.
- All payments made via a credit card that result in a credit will be refunded directly to the card holder's account. There are no exceptions.
- Please enter your credit card information and click on the 'Continue Checkout' button.

* Card number

Card number required


* Expiration date

MM / YY

* Security code ⓘ

* Zip/Postal code

Save card for future use

 Secure encrypted payment

Cancel

Continue

- ✓ For **New credit or debit** – there is a 2.75% service charge
- ✓ enter all required info
- ✓ Address must match exactly the what the bank has on file or it will not accept payment
- ✓ You can save this info for quicker payment in the future



Overview

Make a Payment

Transactions

Sign Out

How would you like to pay?

Payment amount

\$100

* Payment method

New bank account

Please enter your bank account information and click on the 'Continue Checkout' button.

* Account holder name

Account holder name required

* Account type

Checking

Savings

* Routing transit number ⓘ

* Bank account number ⓘ

* Confirm bank account number

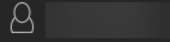
Save bank account for future use

Secure encrypted payment

Cancel

Continue

- ✓ For **New bank account** – enter all required info
- ✓ Be careful to type routing/acct # correctly, or payment will reject and you will be charged a return check fee
- ✓ You can save this info for quicker payment in the future



< Pay amount

Payment method



Overview

Make a Payment

Transactions

Sign Out

How would you like to pay?

Payment amount

\$100


* Payment method

Foreign currency

International payments are processed by Flywire. To complete your payment, your information will be provided to Flywire and you will be directed to the Flywire website. Your activity on Flywire's website is governed by the Flywire privacy policy found at "<https://www.flywire.com/privacy>". Please be aware that additional costs such as currency exchange rates and credit card services fees may be incurred for international transactions. Total costs are displayed when selecting your payment method in Flywire.

- ✓ For **Foreign Currency** – you will be directed to Flywire's site to initiate this type of payment
- ✓ Visit this link for instructions: <https://help.flywire.com/hc/en-us/articles/360012463654-How-do-I-make-a-payment-to-my-institution->
- ✓ ***VERY IMPORTANT:**

START INSTRUCTIONS AT STEP #3. YOU WILL HAVE ALREADY DONE STEPS 1 & 2 WHEN YOU LOGGED IN VIA MySJSU

 Secure encrypted payment

Cancel

Continue

How would you like to pay?

Payment amount

\$500

* Payment method

New 529 savings plan

Many 529 savings plans can be used to make payments on this website but not all 529 vendors and/or plans are currently supported. Your 529 vendor may also assess a service fee.

* 529 savings plan name

Select...

* 529 savings plan account number

11 characters

529 service fee

\$0.00

This fee will be deducted from your 529 plan account in addition to the requested withdrawal amount

529 savings plan terms and conditions

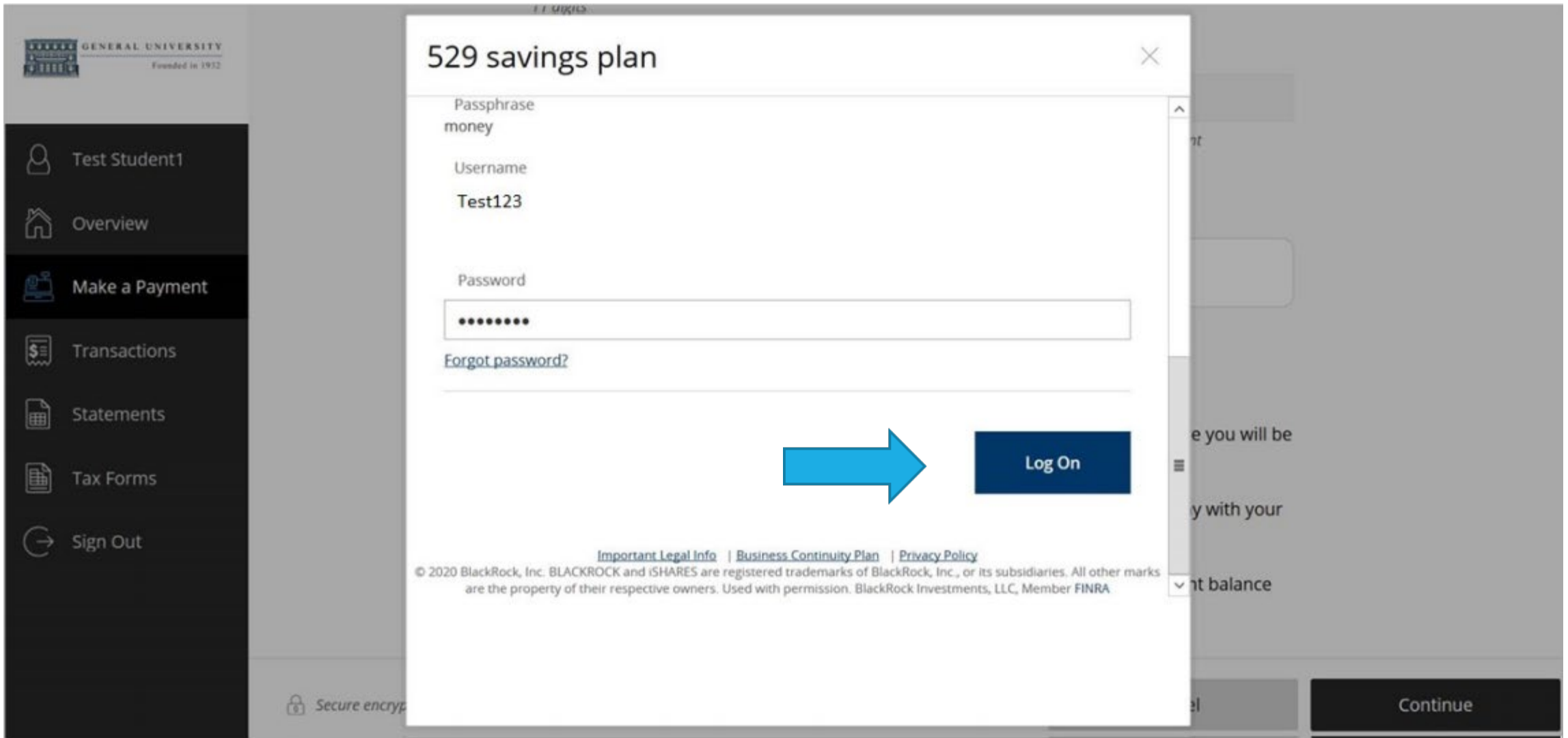
I have read and agree to the 529 savings plan terms and conditions.

 Secure encrypted payment

Cancel

Continue

- ✓ For **New 529 savings plan**, select your 529 saving plan name from drop down menu. If it is not listed, you will need to have your 529 company mail a check. Refer to https://www.sjsu.edu/bursar/payment_refunds/methods/index.html
- ✓ Accept 529 service fee and terms and conditions and continue.




- ✓ Put in your 529 saving plan account number.
- ✓ Enter your Username and acct password in the modal window that loads and click Login.

529 savings plan

Order to make a payment to a school. When you authorize a payment to the school, you will incur a service fee of \$10.00 that will be deducted from your 529 account in addition to the requested withdrawal amount. Using this 529 account payment method is an optional service. For additional 529 payment options, please visit your 529 plan's website.

To complete the linking of your 529 account, please select 'I Authorize' below. Otherwise, if you do not wish to link this 529 account, please select 'Cancel' below. After you make your selection, you will be redirected to the school's payment portal.

Cancel  I Authorize

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Secure encryption

Continue

- ✓ Review the amount available in the plan and authorize the payment by clicking **I Authorize**.

Test Student1

Overview

Make a Payment

Transactions

Statements

Tax Forms

Sign Out

529 Service fee

\$10

There is a 529 service fee of \$10 associated with this payment method which will be deducted from your 529 plan account in addition to the requested withdrawal amount.

Click on continue to agree to pay this fee or click on cancel to select a different payment method.

Only payments that are equal to or less than 90% of your 529 account balance will be permitted.

Cancel

Continue

- ✓ The modal window closes. There is a \$10.00 service fee charged by your 529 co. for making payment.
- ✓ Click **Continue** to accept their service fee and make a payment.

Make a Payment

Test Student1

Overview

Make a Payment

Transactions

Statements

Tax Forms

Sign Out



\$11

Thank you for your payment

You have a remaining balance of **\$4,991**

The payment receipt [#216](#) was sent to:

Go to overview

- ✓ If payment is authorized, a confirmation page displays, showing your remaining balance. You can click on the receipt # to view an online copy of your receipt and print for your records. You will also receive a receipt to your email.