

ONLINE PAYMENT SERVICE

CASHNet™SmartPay allows students to pay their registration fees and out-of-state tuition online.

You may access the system directly from WebPortal or the Student Account Services website, to review your online student account.

Visit WebPortal at <https://sunspot.sdsu.edu/portal/> and choose **Student Account Services**, or the Student Account Services Web site at www.sdsu.edu/sas and see **Online Services**.



**SAN DIEGO STATE
UNIVERSITY**



Cashiers Office

Administration - 104F

(760) 768-5514

[www.ivcampus.sdsu.edu/
cashiers](http://www.ivcampus.sdsu.edu/cashiers)



HOW TO PAY TUITION ONLINE



STEPS TO PAY ONLINE

Step 1

Go to www.sdsu.edu/portal and log-in to Web Portal.

Step 2

Click on **Student Account Services** (located on the left-hand side menu).

Step 3

Student Account Services should open on a new page (You are now logged-in to your account).

Step 4

Click on **“Make Payment”**.

Step 5

Choose **“Registration Fees, Tuition, ID Card”** for the right semester.

Step 6

Choose the category that fits you (**Only choose fees for IV Campus**).

Step 7

Choose **half-time** (0.1-6 units) or **full-time** (6.1-12 units).

Step 8

If the price is correct, click on **“Add to Basket”**.

Step 9

Once the charges have been added to the basket, click on **“CHECKOUT”**.

Step 10

Select **“Method of Payment”**. Choose credit card, electronic check or checking account.

Important: *There is a service charge of 2.9% for credit card payments and **Visa** is **NOT** accepted online.*

Step 11

Click on **“CONTINUE CHECKOUT”**.

Step 12


Complete all sections of credit card/checking account and personal information.

Step 13

Review information to prevent dishonored check charges and **“Submit Payment”**.

Step 14

Finished! Don't forget to log-out to protect your information.



NOTE

ALL SDSU STUDENTS ARE REQUIRED TO PAY THEIR TUITION PRIOR TO REGISTERING FOR CLASSES. PAYMENT OF FEES FOR REGISTRATION SHOULD BE MADE IN PERSON, ONLINE OR BY MAIL .