

Paying ACE Fee

Once you receive your emailed notice to pay your **\$36.00 ACE fee** you'll have two options to make payment.

Option A: Pay Online

- 1) You **MUST** establish a My Sac State identity. Please click on the following link to create a My Sac State log-in and password: <https://www.csus.edu/apply/enrollment-costs-fees/payment/payment-methods.html>
- 2) Keep track of your Sac State ID in order to obtain your transcript when you apply for university.



SACRAMENTO STATE
INFORMATION RESOURCES & TECHNOLOGY

Create or Verify Your Account

Activate Your SacLink Account
Verify Your Forgotten SacLink Username

Last Name:

SacState ID or SSN
(Last 4 Digits):

Date of Birth:

Verify Your Identity

- 3) Once that is completed go to page two of this PDF and follow the rest of the expanded tutorial to make your online payment.

Option B: Pay by Snail Mail

- 1) Make check payable to "CSUS". In the notes section please include:
ACE - Student's Name, and last 4 digits of SSN (Sample: "ACE - Ruth Less, 1432").
- 2) Send a personal check or money order to:

Sacramento State
Bursar's Office
6000 J Street, MS 6052
Sacramento, CA 95819

ONLINE PAYMENT INSTRUCTIONS

1. From the Sac State main page (www.csus.edu) click on My Sac State.

SACRAMENTO STATE
Redefine the Possible

▶ My Sac State ▶ Contact ▶ Directories

ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT QUICK LINKS

REAL-WORLD EDUCATION
ACADEMIC EXCELLENCE
WELCOMING CAMPUS
Sacramento State delivers a vibrant campus life to students, staff and campus visitors. [more](#)
CIVIC ENGAGEMENT
INNOVATION
UPDATE: ARTS FILL THE FALL

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[Admissions - Graduate](#)
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[Fees](#)
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CAMPUS LIFE

[Campus Dining](#)
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GOOD TO KNOW

[About Sac State](#)
[Campus Tours](#)
[College Portrait](#)
[Visitors Center & Campus Map](#)

FUTURE STUDENTS
[CURRENT STUDENTS](#)
[FACULTY & STAFF](#)
[PARENTS & FAMILIES](#)
[ALUMNI & VISITORS](#)

2. Enter your SacLink username and password and click “Log-in”.

MySACSTATE

Log In

PLEASE LOG IN

SacLink Username

SacLink Password

[Username/Password Help](#)

Prevent unauthorized use of your personal information. Close all Web browser windows when you are finished (quit on a Mac). Logging into the Central Authentication Service (CAS) with your SacLink account authorizes you for all other online services that use CAS.

3. Click on the "Student Center" link.

The screenshot shows the MySACSTATE website interface. At the top left is the MySACSTATE logo. To the right are links for Sign Out, Site Map, and Help, along with a search bar. Below this is a navigation menu with buttons for Home, Student Services, Library, Academics, and My Stuff. The main content area is divided into several sections: Password Alert (with a padlock icon and text about password expiration), MySacState Messages (showing 0 unopened/3 total messages), SacLink E-Mail (showing 0 inboxes), Images of Sac State (with a photo of a student in a lab), and Student Center (with a link to Student Center circled in red and a link to Purchase your textbooks).

4. Click on "Account Inquiry".

The screenshot shows the Sacramento State Student Center website. At the top left is the Sacramento State logo with the tagline "Leadership begins here." and a "Welcome" banner. Below the banner is a navigation breadcrumb: Favorites | Main Menu > Self Service > Student Center. The main content area is titled "Student Center" and is divided into several sections: Academics (with a search bar and a table for Fall 2013 Schedule), Finances (with a "My Account" section where "Account Inquiry" is circled in red), Holds, To Do List, Advisor, and Important Links. The "Fall 2013 Schedule" table is as follows:

Fall 2013 Schedule	
Class	Schedule
CRJ 123-05	TuTh 5:30PM
LEC (86765)	Douglass Hall

5. Click on “Make an Online Payment”.

The screenshot shows the Sacramento State Student Center account activity page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. Below this is a search bar and a 'go to ...' dropdown. The main content area is divided into 'Account Inquiry' and 'Account Services' tabs. Under 'Account Inquiry', there are sub-tabs for 'activity', 'charges due', 'invoice', and 'summary'. The 'Account Activity' section shows a 'View by' filter with 'From' and 'To' date pickers (02/20/2013 and 08/20/2013) and a '*Select a term' dropdown set to 'All Terms'. Below this is a table of charges:

Posted Date	Description	Term	Charge	Due Date
05/09/2013	ASI Fee	Fall 2013	63.00	05/23/2013
05/09/2013	Facilities Fee	Fall 2013	16.00	05/23/2013
05/09/2013	IRA Fee	Fall 2013	8.00	05/23/2013
05/09/2013	Intercollegiate Athletics Fee	Fall 2013	132.00	05/23/2013
05/09/2013	Newspaper Fee	Fall 2013	3.00	05/23/2013
05/09/2013	Recreational Sports Fee	Fall 2013	13.00	05/23/2013
05/09/2013	Student Health & Coun Svcs Fee	Fall 2013	115.50	05/23/2013
05/09/2013	Transportation Fee	Fall 2013	18.00	05/23/2013
05/09/2013	Tuition Fee UG	Fall 2013	2,736.00	05/23/2013
05/09/2013	University Union Fee	Fall 2013	209.50	05/23/2013

At the bottom right of the page, there are three buttons: 'MAKE AN ONLINE PAYMENT' (circled in red), 'EREFUND', and 'PURCHASE A PARKING PERMIT'.

6. Click on “Make Payment”.

The screenshot shows the Sacramento State Online Financial Services dashboard. At the top left is the Sacramento State logo. Below it is a search bar and a navigation bar with links for 'your account', 'make payment' (circled in red), 'basket', 'help', and 'sign out'. The main content area is divided into several sections:

- Your Account:** Shows 'Current Balance' as 0.00.
- Saved Accounts:** Shows 'savings acct' with an 'Edit' link.
- Your Recent Payments:** Shows a payment of \$40.00 on 01/27/2010 with a 'View' link. A 'View All' link is also present.
- eRefund:** Shows 'EREFUND: Enrolled' with an 'Edit' link.
- Parent PINs:** Shows 'You currently have no Parent PINs set up.' with an 'Add New' link.

7. Click on the payment you would like to make.

The screenshot shows the Sacramento State Online Financial Services interface. At the top left is the Sacramento State logo. Below it, the text "SACRAMENTO STATE" is displayed. A green navigation bar contains a search field, a search icon, and links for "your account", "make payment", "basket", "help", and "sign out". Below the navigation bar, the text "Sacramento State Online Financial Services" is centered. A section titled "Your account currently has the following charges:" contains a table of charges. The first row is "Open Item - Employee Debts (TM0731010000000)" with a value of 0.00. The second row is "REGISTRATION FEES (Term: 2108-Fall 2010)" with a value of 0.00. The text "REGISTRATION FEES" is circled in red. Below the table, a disclaimer states: "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 initial fee payments are made, to increase or modify any listed fees, 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. (web9)"

Charge Description	Amount
Open Item - Employee Debts (TM0731010000000)	0.00
REGISTRATION FEES (Term: 2108-Fall 2010)	0.00

8. Review your basket contents and if correct click on "Checkout".

The screenshot shows the Sacramento State Online Financial Services interface. At the top left is the Sacramento State logo. Below it, the text "SACRAMENTO STATE" is displayed. A green navigation bar contains a search field, a search icon, and links for "your account", "make payment", "basket", "help", and "sign out". Below the navigation bar, the text "Sacramento State Online Financial Services" is centered. A section titled "Registration Fees" contains a table with one row: "Registration Fees" with "Edit" and "Delete" links and a price of "\$5.00". Below the table, the text "Total Amount" is followed by "\$5.00". A green button labeled "Continue Shopping" is on the left, and a green button labeled "Checkout" is on the right, circled in red. Below the buttons, a disclaimer states: "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 initial fee payments are made, to increase or modify any listed fees, 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. (web9)"

Item	Price
Registration Fees	\$5.00

Total Amount: \$5.00

9. Select your method of payment and click on "Continue Checkout".

SACRAMENTO STATE

Search your account make payment basket help sign out

Sacramento State Online Financial Services

Select Method of Payment

- Enter new ATM/debit card information(NEW!) [What is this?](#)
- Enter new credit card information
- Enter new electronic check information
- savings acct (Checking account ending in 3850)

Continue Checkout

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(web9)

10. Check the fee acknowledgement box and click on "Continue Checkout".

SACRAMENTO STATE

CASHNet SMARTPAY

Search your account make payment basket help sign out

Sacramento State Online Financial Services

This site is owned and operated by CASHNet®.

If you choose to make a payment by using CASHNet @ SMARTPAY, you will be charged a service charge of \$0.14.

This charge is assessed by CASHNet®. Service charges are included in your transaction and are paid directly to CASHNet®. Service Charges are non-refundable.

I acknowledge that I have read and accept the [terms and conditions](#) of the CASHNet® User Agreement and I understand that my transaction includes a non-refundable service charge of \$0.14 for the use of CASHNet® SmartPay.

Review Charges Cancel My Transaction Continue Checkout

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(web9)

11. Enter your debit card, credit card or electronic check information and click on “Continue Checkout”.

SACRAMENTO STATE
CASHNet SMARTPAY

Search your account make payment basket help sign out
Sacramento State Online Financial Services

Enter credit card information

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address * Enter the address where you receive the bill for this card.

City

State/Province/Region

Zip/Postal Code

Country

Card ID Code Enter the three or four digit code from your card. [Help](#)

Email Address

(Optional) Please provide a name for this payment method to be saved for future use :
 ex: 'MyCreditCard'

(You'll have a chance to review this order before it's final.)
Continue Checkout

12. Review your payment amount and if correct click on “Submit Payment”.

SACRAMENTO STATE
CASHNet SMARTPAY

Search your account make payment basket help sign out
Sacramento State Online Financial Services

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items selected


Registration Fees	\$5.00
Convenience Fee	\$0.14
Total Amount	\$5.14

Payment information

Credit Card Number:
Expiration Date:
Cardholder Name:
Address:
City:
State/Province/Region:
Zip/Postal Code:
Country:
Email Address:

Submit Payment

13. Your transaction is complete and you should receive an email confirmation shortly.


SACRAMENTO
STATE

Search your accountmake paymentbaskethelpsign out

Sacramento State Online Financial Services

Transaction Approved

Receipt Number : 1187145

SP CC, SP ACH, and SP Pinless Debit Location
Current Date: 06/28/2010

Description	Amount
Registration Fees	\$5.00
Convenience Fee	\$0.14
Total	\$5.14

Payments Received	Amount
SmartPay Credit Card Payment MasterCard XXXXXXXXXXXX Authorization # 603594	\$5.14
Total	\$5.14

Thank you for your payment.
Your receipt has been emailed

Email Another ReceiptView Printable Receipt

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(web9)