10 STEPS TO PAY TUITION ONLINE
Go to www.sdsu.edu/portal and log in to WebPortal

Once on the main screen, click on “Student Account Services”.

*It will open a new screen.

• On the Student Account Services screen, click on “Make Payment”
At the bottom of the “Make Payment” screen, review the fee options and choose the correct semester. *i.e. – Fall 2011

Choose “Tuition and Fees for Imperial Valley Campus”, from the list provided. *DO NOT select Main Campus fees.
On the following screen:

- **Half-time** students click on “6 units or less”
- **Full-time** students click on “6.1 units or more”

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• Review the charges for Tuition & Fees. If everything is correct, click “Add to Basket”.

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ADD TO BASKET
7. Once the charges have been added to the basket, proceed to “Checkout”.

8. Select your choice of “Payment Method” from the options provided.
   *i.e. This sample payment will be through electronic check.*
   Then click on “Continue Checkout”
9

- Complete the bank account information and “Continue Checkout”.

*REVIEW THE INFORMATION BEFORE YOU CONTINUE, TO PREVENT DISHONORED CHECK CHARGES.

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- Confirm billing information and click on “Submit Payment”.

SUBMIT PAYMENT
A payment confirmation will be sent to the e-mail address provided. Please verify funds were deducted from your bank account. Review WebPortal to confirm the payment status and continue with your registration process.

For any questions, contact the Cashiers Office at (760) 768-5514.

*STUDENTS: Not all transactions are processed immediately. Deduction of funds may take a few hours or more than one business day.