How to Enroll into a CA Resident Payment Plan

1. Log into your myCSUB portal (my.csub.edu)
2. Scroll down the homepage to the Finances section. Click on the blue square with three white lines towards the right side. More options will appear and one of them will be “Enroll in Payment Plan”.

3. The next page will list the payment plan you have available. Select the bubble for the payment plan. Then, click on “Next”.

4. The next screen will have the eligible charges and a brief outline of the payments. Once, you have looked it over, click on “Next”.
5. The third step will give a detailed outline of the payment amounts and their due dates including the administrative fee, and a brief description of the agreement of the payment plan. Please look over this screen carefully. Once you have looked it over, select the “Yes, I have read the agreement.” on the bottom left, and click “Enroll” on the right.

6. The last screen will show you have successfully enrolled into the payment plan. Please make note of the due dates as reminders may not be sent out.