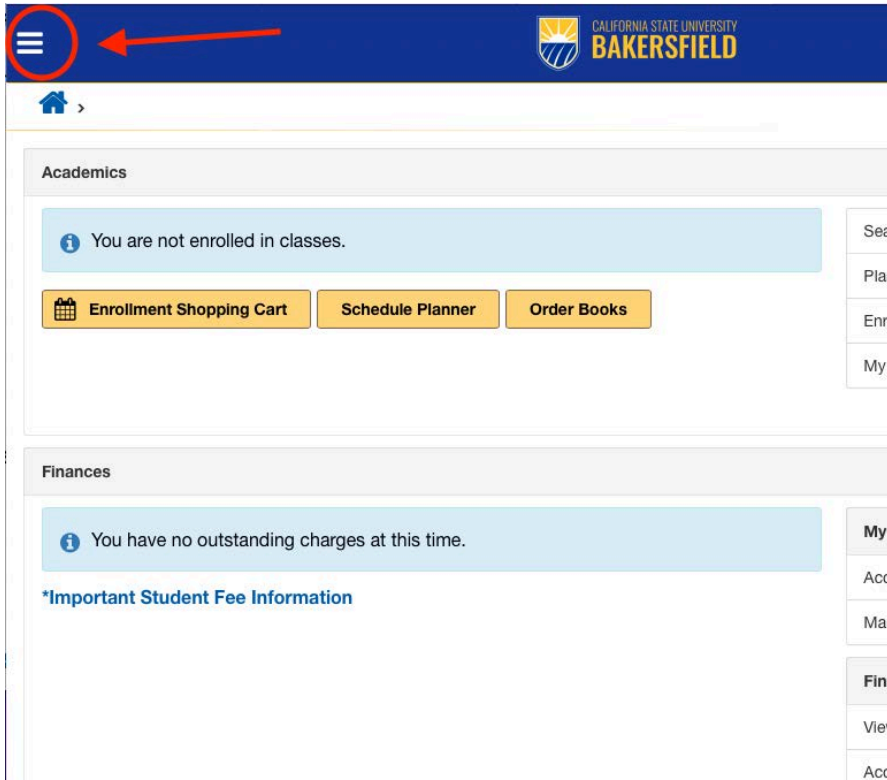


How To Purchase the Credential Services Fee

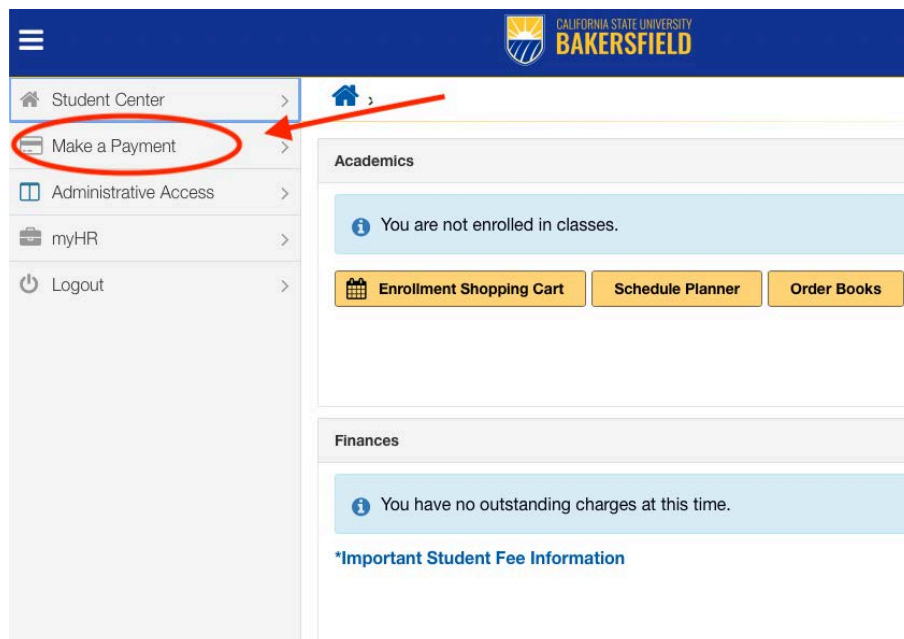
Step 1:

Log in to your myCSUB. From your Student Center, find the options menu.



Step 2:

Select "Make Payment"



Step 3:

Close out the pop-up notification. Then select "Miscellaneous Fees"

The screenshot shows the CSU Bakersfield account overview page. On the left is a dark sidebar with navigation options: My Account, Overview, Make a Payment, Transactions, and Sign Out. The main content area is titled "Overview" and shows the account name "CSU Bakersfield with Smartpay and ACH". Below this is a "Summary" section stating "Your account does not currently have any outstanding charges." and an "Available items" section with three cards: "Pay Your Account Balance", "Miscellaneous Fees", and "Antelope Valley Orientation". A notification pop-up is open on the right, titled "Notifications", with a red arrow pointing to its close button (an 'X' in a circle). The notification contains two messages: one about electronic checks and another about CSU fees.

Summary

Your account does not currently have any outstanding charges.

Available items

[View all](#)

Pay Your Account Balance

Miscellaneous Fees

Miscellaneous Fees (Parking Permit, Grad chec...

Antelope Valley Orientation

Antelope Valley Orientation



Step 4:

Select the option for “Credential Services” under the “Miscellaneous Fees” section.

Make a Payment

Available items

← Miscellaneous Fees

Miscellaneous Fees (Parking Permit, Grad check, credential services, professional liability, intent to enroll)

Items

BYU-FLATS EXAM - Testing Center Proctored Exam \$25.00 View details	Challenge Fee \$2.00 View details
Credential Services \$30.00 View details	Educational Counseling Association Membership Fee \$20.00 View details

Step 5:
Select "Add a Payment"

Make a Payment

Available items

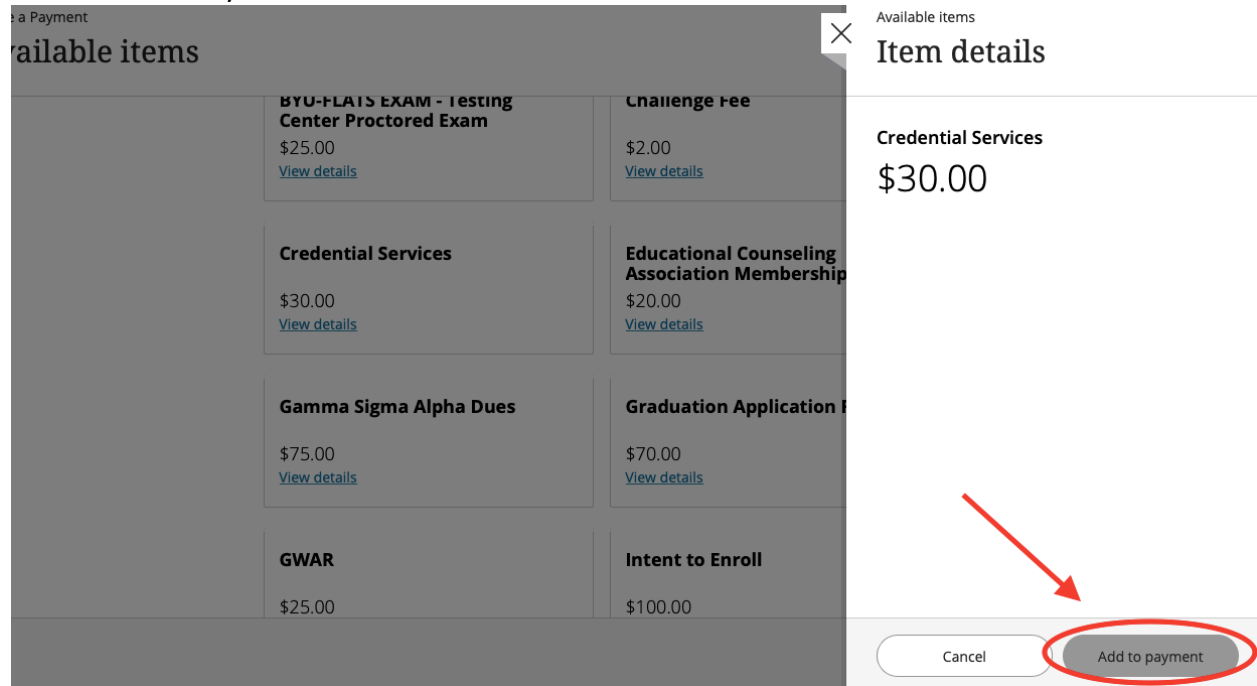
BYU-FLATS EXAM - Testing Center Proctored Exam \$25.00 View details	Challenge Fee \$2.00 View details
Credential Services \$30.00 View details	Educational Counseling Association Membership \$20.00 View details
Gamma Sigma Alpha Dues \$75.00 View details	Graduation Application Fee \$70.00 View details
GWAR \$25.00	Intent to Enroll \$100.00

Available items

Item details

Credential Services
\$30.00

Cancel **Add to payment**



Step 6:
Select "Pay now"

Make a Payment

Available items

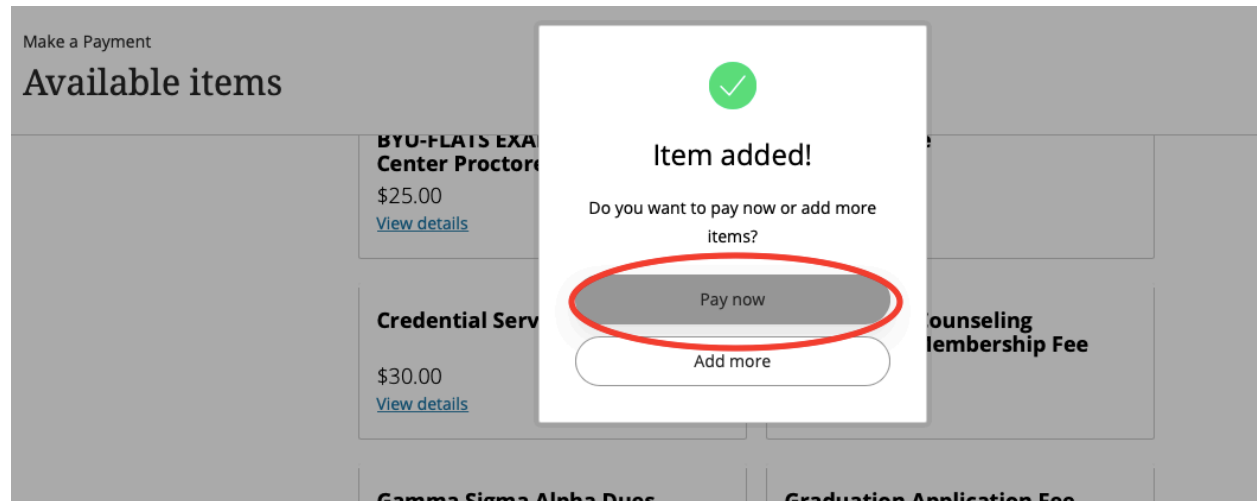
BYU-FLATS EXAM - Testing Center Proctored Exam \$25.00 View details	Challenge Fee \$2.00 View details
Credential Services \$30.00 View details	Educational Counseling Association Membership \$20.00 View details
Gamma Sigma Alpha Dues \$75.00 View details	Graduation Application Fee \$70.00 View details
GWAR \$25.00	Intent to Enroll \$100.00

Item added!

Do you want to pay now or add more items?

Pay now

Add more



Step 7:

Once you've made sure the correct items are listed under "Selected Items," select "Continue."

Selected items

Credential Services

\$30.00
[View details](#) | [Remove](#)

Would you like to pay for something else?

Available items

<p>Pay Your Account Balance</p> <p>View category</p>	<p>Miscellaneous Fees</p> <p>Miscellaneous Fees (Parking Permit, Grad check, credential services, p...)</p> <p>View category</p>
<p>Antelope Valley Orientation</p> <p>Antelope Valley Orientation</p> <p>View category</p>	<p>BPA Trips</p> <p>Business & Public Administration Trips</p> <p>View category</p>

* Indicates required field ?

CancelContinue

Step 8:

Select "Payment method"

The screenshot shows a mobile application interface for selecting a payment method. At the top, there is a dark header with a back arrow and the text "Pay amount" on the left, and "Payment method" in the center with three dots below it. Below the header, the main content area has a light gray background. The heading "How would you like to pay?" is centered. Underneath, the "Payment amount" is listed as "\$30". To the right of the amount, there is a red link that says "Select payment method". Below this, a red asterisk is followed by the text "* Payment method". A list of four payment options is shown in white boxes with gray borders: "New credit or debit card", "New bank account", "New 529 Savings Plan", and "International payment". A large red oval is drawn around the entire list of payment options.

Step 9:

Select continue and finalize your payment. A receipt will be emailed to you.

** Please keep a copy of your receipt for your records as all credential applications (program and intern) require proof of payment before any application will be processed or evaluated.**