

*To make an Initial payment using an electronic check*

1. Log on to <https://my.sjsu.edu> and enter your SJSU ID # and password and click “LOGIN”
2. Click Self Service
3. Click Campus Finances
4. Click Make a Payment
5. Click STUDENT ACCOUNT HOME ( a new windows browser will open up)
6. Click on the “Deposits” Tab (Located at the Top of the Page)
7. Select “Initial Hsg Pmt eck” to use an electric check
8. Click Select
9. Enter payment amount \$ 600.00
10. Click on Make Deposit Payment
11. Under Select Payment Method choose New Bank Account(Checking/Savings)
12. Click Go
13. Enter the following information:
  - a. Account Type
  - b. ABA Routing Number
  - c. Account Number
  - d. Confirm Account Number
  - e. Name on Account
  
  - f. You may select to save this payment method for future use (optional)
14. Click continue
15. Read ACH Agreement carefully
16. Enter last four digits of SJSU Identification number then click on “I agree” to Confirm payment
17. Your receipt will be displayed and a confirmation e-mail will be sent to you as well.