

# Making the Initial Housing Payment

**1** Go to fees.calpoly.edu

**2** Login screens are nearly identical  
 Clicking "Students Pay Here" requires EmplID and Birthdate  
 Clicking "Parents Pay Here" requires Parent PIN and Password

The image shows two login forms side-by-side. The left form is for students, with fields for 'Student Empl ID' and 'Birthdate (MMDD)', and a 'Login' button. The right form is for parents, with fields for 'Parent PIN' and 'Password', and a 'Login' button. Red arrows point from the text to these fields. To the right is a 'Pay Online' menu with options for 'Students Pay Here' and 'Parents Pay Here', and a note about a 2.75% convenience fee.

**3** Click "Make a Payment"  
 Housing Initial Payment amount will not appear until clicked

The screenshot shows a 'Your Account' summary with a 'Total Balance' of '\$0.00'. Below the balance are two links: 'Make a Payment' and 'View Balance Detail'. A red arrow points to the 'Make a Payment' link.

**4** Scroll down to "General Options"  
 Click "View Details"  
 Amount for new students is \$2,125  
 Amount for returning students is \$1,125

The screenshot shows a table with the following content:

Description	Price	View
<b>2017/18 HOUSING INITIAL PAYMENT</b> NOTE: Be sure to apply for Housing online prior to making payment. Visit housing.calpoly.edu for 'How to Apply'		<a href="#">View Details</a>

A red arrow points to the 'View Details' button.

**5** Click "Add to Basket"

The screenshot shows a payment item card with the following text:

**2015/16 INITIAL PAYMENT FOR HOUSING & DINING**  
 NOTE: Be sure to apply for Housing online prior to making payment. Visit housing.calpoly.edu for 'How to Apply'  
 Enter Amount to Pay: \$2,125.00

To pay for this item, click the button below.

[Add to Basket](#)

A red arrow points to the 'Add to Basket' button.

**6** Click "Pay Now" to finalize transaction  
 Next screens will collect payment details  
 Credit Card or echeck may be used

The screenshot shows a shopping cart summary with the following content:

You have selected these items			
2015/16 INITIAL PAYMENT FOR HOUSING & DINING	<a href="#">Edit</a>	<a href="#">Delete</a>	\$2,125.00
<b>Total Amount</b>			<b>\$2,125.00</b>
<a href="#">Continue Shopping</a>			<a href="#">Pay Now</a>

A red arrow points to the 'Pay Now' button.

Questions? Contact the Student Accounts office at (805)756-1428