



Instructions for making payments for the Spring/Fall Registration.

1. Log on to www.sdsu.edu/sas
2. Click on [On-Line Student Account Services](#)
3. Enter student id/ password or for parents/other authorized users, click on the blue text to the right of the login screen.
4. Click on the “**make payment**” button on the top bar.
- 5: Click on the Session you want to pay (i.e. Fall, Spring, etc...)
- 6: Now select the items you want to pay (i.e. parking, registration fees, id etc....) and each time, click on the button “**Add to Basket**”.
- 7: Once you’re finish ‘Shopping’ click on the “**Checkout**” button.
- 8: Select your payment method (i.e. Credit Card, Electronic Check & Checking) and click on the button “**Continue Checkout**”.
- 9: Fill out the required information and click on “**Continue Shopping**”.
- 10: Review your payments and accounts, if done, click on the ‘**Submit Payment**’ button.
- 11: You can now print a receipt by clicking on the “**View Printable Receipt**” button and/or have the receipt email by clicking on the “**Email Another Receipt**” button.
- 12: If you’re done, you can now click on the button “**sign out**”.
(If you need to continue, click on the “**your account**” button.)