How To Purchase Professional Liability Insurance

Step 1:

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

 You are not enrolled in class 	sses.	
Enrollment Shopping Cart	Schedule Planner Order Books	
ances		
You have no outstanding c	harges at this time.	
nportant Student Fee Inform	ation	

Step 2: Select "Make Payment"

>	* ;
>	Academics
>	
>	You are not enrolled in classes.
>	Enrollment Shopping Cart Schedule Planner Order Books
	Finances
	1 You have no outstanding charges at this time.
	*Important Student Fee Information
	>

Step 3:

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

CSU Bakersfield	Overvi	ew		٦	Notifications
My Account Overview Image: Constraint of the second secon	CSU Bakersfield with Smartpay and ACH			ſ	There is no charge for using an electronic check . All you need is your bank routing number and account number to use this payment option. Please note electronic checks can take up to 7 business days to clear.
Sign Out	Your account	Your account does not currently have any outstanding charges. Available items			The CSU makes every effort to keep student expenses to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are
	Available ite				
		Pay Your Account Balance	Misc Misce Grad	9 :	initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the

Summary

Your acc	ount does not currently have any outstanding charges.	
Available	e items	<u>View all</u>
	Pay Your Account Balance Miscellaneous Fees Miscellaneous Fees (Parking Permit, Grad chec Antelope Valley Orientation Antelope Valley Orientation Antelope Valley Orientation	>
	Anterope valley Orientation	

Step 4: Select the option for "Credential Services" under the "Miscellaneous Fees" section.



Step 5: Enter your name, then select "Add to Payment"

×	Make a Payment Availabl	e items	Available items Item details	
		<u>View details</u>	<u>View de</u>	Professional Liability Insurance
		Nursing Class of 2023 Membership Fee \$40.00 <u>View details</u>	Parkii 2021 \$69.15 View de	\$20.00 * Name Student Moviesum 50 characters
· →.		Photo ID Replacement	PiSign \$53.00 View de	
		Practice Room Key Dep(Music)	Profe	
		\$25.00 <u>View details</u>	\$20.00	
		View details	\$75.00 <u>View de</u>	
				Cancel Add to payment

Step 6: Select "Pay now"



Step 7:

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

1 item \$20 Remaining due \$0					
Professional Liability Insurance					
Edit details Remove					
Would you like to pa	Would you like to pay for something else?				
Available items					
Pay Your Account Balance	Miscellaneous Fees				
	Miscellaneous Fees (Parking Permit, Grad				
<u>View category</u>	View category				
Antelope Valley Orientation	BPA Trips				
Antelope Valley Orientation	Business & Public Administration Trips				
View category	View category				
ndicates required field		\bigcirc			
	Cancel Continue	>			

Step 8: Select "Payment method"

Pay amount		Payment method • • •
		How would you like to pay?
	Payment amount	
	\$30	Select payment method
	* Payment method	
	New credit or debit card	
(New bank account	
	New 529 Savings Plan	
	International payment	

Step 9: Finalize your payment. A receipt will be emailed to you.