



To Pay Lab Fee Online By Credit Card or Electronic Check...

You can pay your lab fee online with a credit card (Visa, MasterCard, American Express, and Discover) or an electronic check. The third-party vendor contracted by SF State charges a convenience fee of 2.5% for credit card transactions (for example, \$0.25 for a \$10 fee) or \$0.50 for electronic check transactions. The convenience fee will be added to the total payment amount.

Below are the five steps to guide you through the paying process:

Step 1.

- Go to the [Bursar's Office](#) website or <http://www.sfsu.edu/~bursar/>
- Using the menu options on the left-hand side select "[Web Payment: Using Credit Card and e-Checks](#)" or <https://www.eposasp.com/ebpp/validate.aspx?customer=68>

The screenshot shows the Bursar's Office website. On the left is a navigation menu with the following items: "Bursar's Office Home", "Grads in Economics Joint MA Pgm with Int'l Universities", "STUDENTS SPRING 2014", "Schedule of Tuition and Fees/Registration Process", "Payment Deadlines", "Payment Methods", "Important Dates", "Miscellaneous Fees", "Special Circumstances", and "Web Payment: Using Credit Card and e-Checks". The last item is highlighted with a green box. On the right, there is a link "Click here to make an online web payment" and a section titled "Important Notice on Tuition Fees" which states that CSU must reserve the right to increase tuition fees. Below that is a "Spring 2014" section with registration and payment deadlines for Spring 2014.

Step 2.

- Complete the highlighted area (be sure to read the provided information on the website before paying your fee)

The screenshot shows the EBPP Online Payments sign-in page. The "Online Payment Sign In" form is highlighted with a green box. It contains fields for "SF State ID" and "SF State Password", and a "Sign In" button. The page also features the SF State logo, the "Powered By OFFICIAL PAYMENTS" logo, a "Welcome to EBPP Online Payments!" message, and a note about login errors for passwords with special characters. A link for "Spring 2014 Tuition Fee Info" is at the bottom.

Step 3.

- You should be able to see your own account info. in here once you logged in.
- Click on “Additional Fees” to search for the fee/s that you need to pay

Home Sign Out

Account Information
Account Name: not available
Account ID: ██████████
Outstanding Balance: 0
Minimum Payment Due: 0

During registration period, the estimated tuition and fees must be paid on the published Fee Payment Deadline. To pay, click "Estimated Tuition and Fees" box below.

Additional Fees

Step 4.

- Once you see this screen, select “Earth & Climate Sciences Lab Fees” from the pull-down menu
- Be sure to select the appropriate class that you are paying for
- Then click on “Continue”

Select a Miscellaneous Fee from the list

Fee Category:

Earth & Climate Sciences Lab Fees

Fee Description:

GEOLOGY 101 LAB FEES (\$10.00)

Amount:

10.00

Continue

Step 5.

- This is the summary page of what you have selected to pay for
- Then just click on “Continue” to complete the payment process

Select a Miscellaneous Fee from the list

Fee Category:

Choose a Category

Fee Selection Summary

Remove Fee	Description	Amount
Remove	GEOLOGY 101 LAB FEES (\$10.00)	10.00

Total Payment Amount: 10.00

Payment Method:

Credit Card

Continue