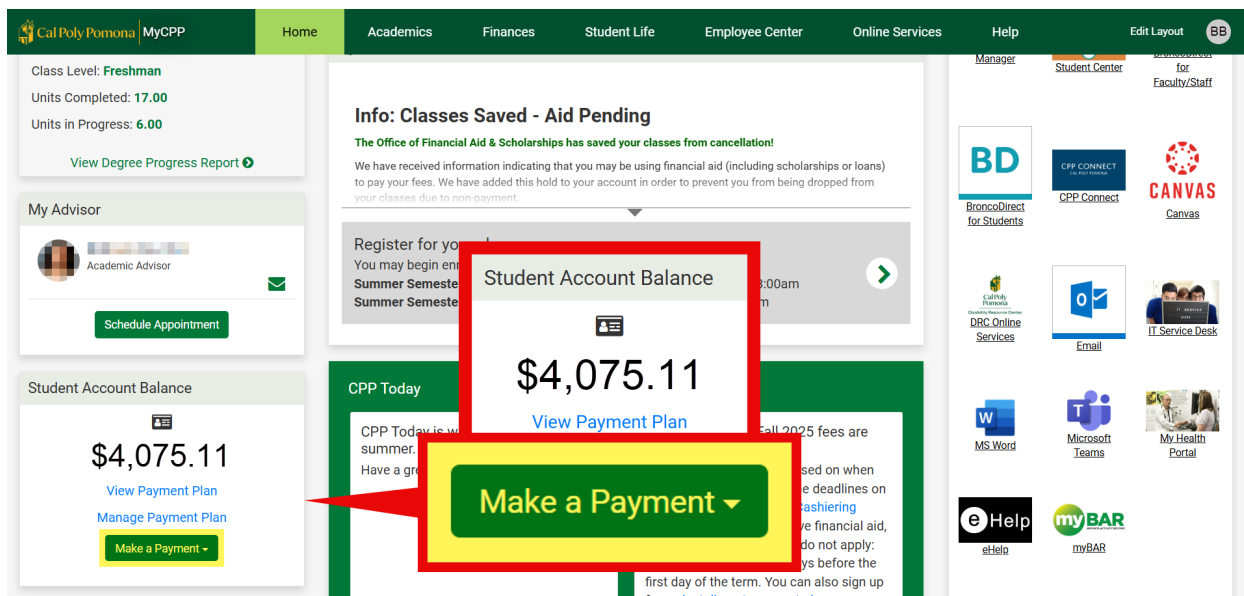


1. 1.1) Log into MyCPP.



2. Select Make a Payment to go to the Payment Portal



3. On Transact, select My Account on the Left side.

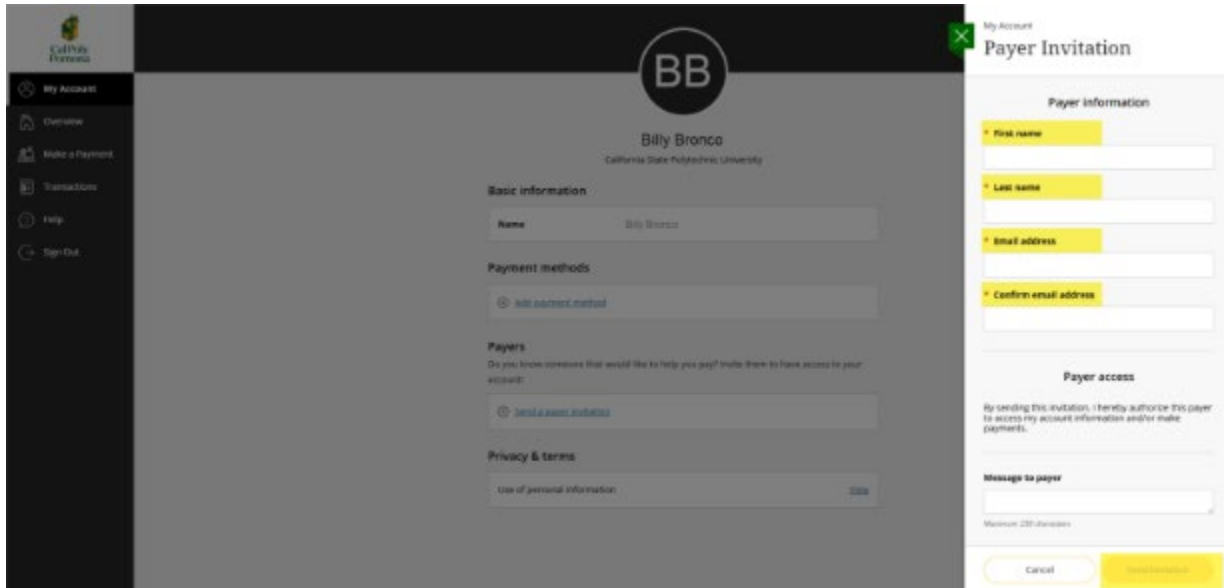


The screenshot shows the 'Overview' page of a student account for Billy Bronco at California State Polytechnic University. The page includes a sidebar with navigation links: My Account, Overview, Make a Payment, Transactions, Help, and Sign Out. The main content area displays the account balance as \$198.11. A 'Summary' section lists 'Registration and Tuition Fees' for \$198.11. Below this, 'Available items' are shown, including 'Arch Lab - LASER CUT' (\$0.90), 'Arch Lab - POWDER 3D Print' (\$0.60), and 'Architecture Lab - PLASTIC 3D Print...' (\$0.40). A 'Do you want?' prompt with a Cal Poly Pomona logo is visible, along with a 'Make a payment' button.

4. On this page select “Send a Payer Invitation”, this will allow you to send a payment link so a parent or someone else pays for the account. Check on Bronco Direct if they have FERPA Authorization if the person is asking to do it on the Student’s Behalf.

The screenshot shows the 'Basic information' page of the student account for Billy Bronco. The page includes sections for 'Basic information' (Name: Billy Bronco), 'Payment methods' (Add payment method), 'Payers' (Do you know someone that would like to help you pay? Invite them to have access to your account), and 'Privacy & terms' (Use of personal information). A yellow button labeled 'Send a payer invitation' is visible in the 'Payers' section.

- From here you can send the information of the person who will pay not the student unless they don't have access to pay, for example Graduated or English Learner.



The screenshot shows the 'Payer Invitation' form in the Cal Poly Pomona student portal. The form is divided into several sections:

- My Account:** A sidebar menu on the left with options: My Account, Overview, Make a Payment, Transactions, Help, and Sign Out.
- Header:** The Cal Poly Pomona logo and the user's name 'Billy Bronco' with the email 'California State Polytechnic University'.
- Basic information:** A section with a 'Name' field containing 'Billy Bronco'.
- Payment methods:** A section with a '+ Add payment method' button.
- Payers:** A section with the text 'Do you know someone that would like to help you pay? Invite them to have access to your account:' and a '+ Send a payer invitation' button.
- Privacy & terms:** A section with a 'Use of personal information' link and a 'Done' button.
- Payer information:** A section on the right with fields for 'First name', 'Last name', 'Email address', and 'Confirm email address'.
- Payer access:** A section on the right with a checkbox and text: 'By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.'
- Message to payer:** A section on the right with a text area for a message to the payer, with a 'Maximum 250 characters' limit.
- Buttons:** At the bottom right, there are 'Cancel' and 'Send Invitation' buttons.