



- Go to [www.paypal.com](http://www.paypal.com)
- Please sign up and create a personal account so you can make the payment through Paypal. (This includes registering a checking or credit/debit card number you want to use for payment.)
- Login under your personal account
- Select the Send Money tab
- To (email or mobile phone) Box:  
Enter: mealplans@csusb.edu
- Amount Box:  
Enter: dollar amount
- Under “This is a purchase of”  
Select: Services
- Select, continue
- Review your payment screen  
Please scroll to the email to recipient section (bottom of the page)  
In the Subject line, enter Meal Plan Payment  
In the Message box, enter the Student’s full name and CSUSB ID number (This is required so we can correctly apply the payment)
- Select, Send Money