How To Purchase the Credential Services Fee

Step 1:
Log in to your myCSUB. From your Student Center, find the options menu.

Step 2:
Select "Make Payment"
Step 3: Close out the pop-up notification. Then select “Miscellaneous Fees”
Step 4:
Select the option for “Credential Services” under the “Miscellaneous Fees” section.

<table>
<thead>
<tr>
<th>Items</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BYU-FLATS EXAM · Testing Center Proctored Exam</td>
<td>$25.00</td>
<td>View details</td>
</tr>
<tr>
<td>Challenge Fee</td>
<td>$2.00</td>
<td>View details</td>
</tr>
<tr>
<td>Credential Services</td>
<td>$30.00</td>
<td>View details</td>
</tr>
<tr>
<td>Educational Counseling Association Membership Fee</td>
<td>$20.00</td>
<td>View details</td>
</tr>
</tbody>
</table>
Step 5:
Select “Add a Payment”

Step 6:
Select “Pay now”
Step 7:

Once you’ve made sure the correct items are listed under “Selected Items,” select “Continue.”
Step 8:
Select “Payment method”

![Payment method selection](image)

Step 9:
Select continue and finalize your payment. A receipt will be emailed to you.

** Please keep a copy of your receipt for your records as all credential applications (program and intern) require proof of payment before any application will be processed or evaluated.**