

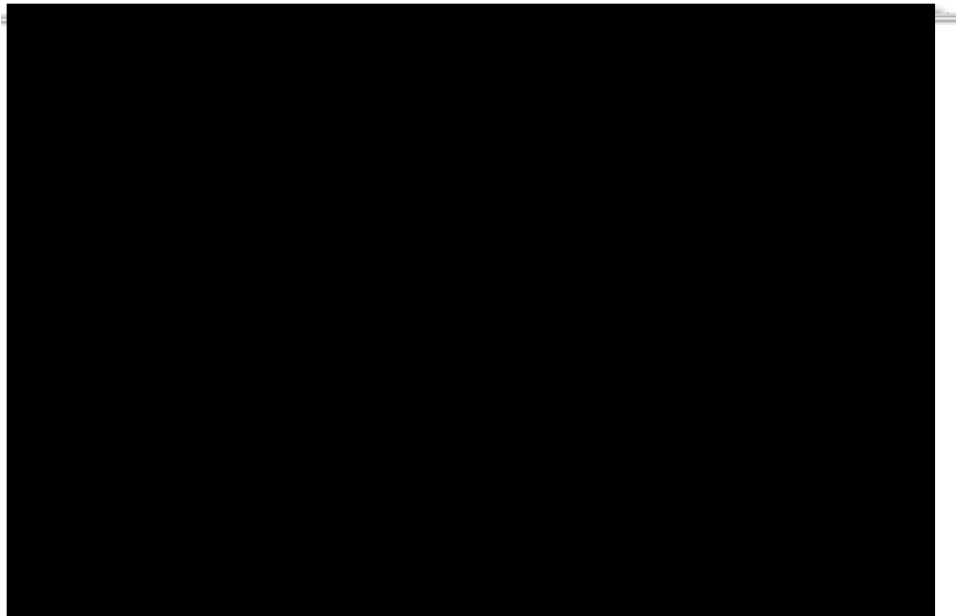


How to View/Opt Out of the Student Involvement and Representation Fee (SIRF)

1. Navigate to MyCSUEB and Login as on the Student Self Service
2. Select Student Center




3. After completing your class enrollment, scroll down to Finances
4. Click on the "other financial " drop down menu and choose:
 - 1) Account Activity
 - 2) Go button



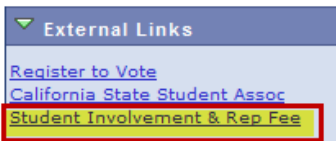
5. Account Activity Window

Click View All at the top of the column to see all fees.

1. Click the  button to view information about SIRF.

A pop up screen explaining SIRF will appear.

SIRF Involvement and Representation Fee explanation



6. To opt out from paying SIRF

Click on the OPT OUT hyperlink.

7. SIRF Opt Out Process .

1. After clicking OPT OUT, you will be prompted to select an Opt Out Reason .
2. After selecting a reason, select Opt Out
3. If you do not want to opt out, click Go Back

