
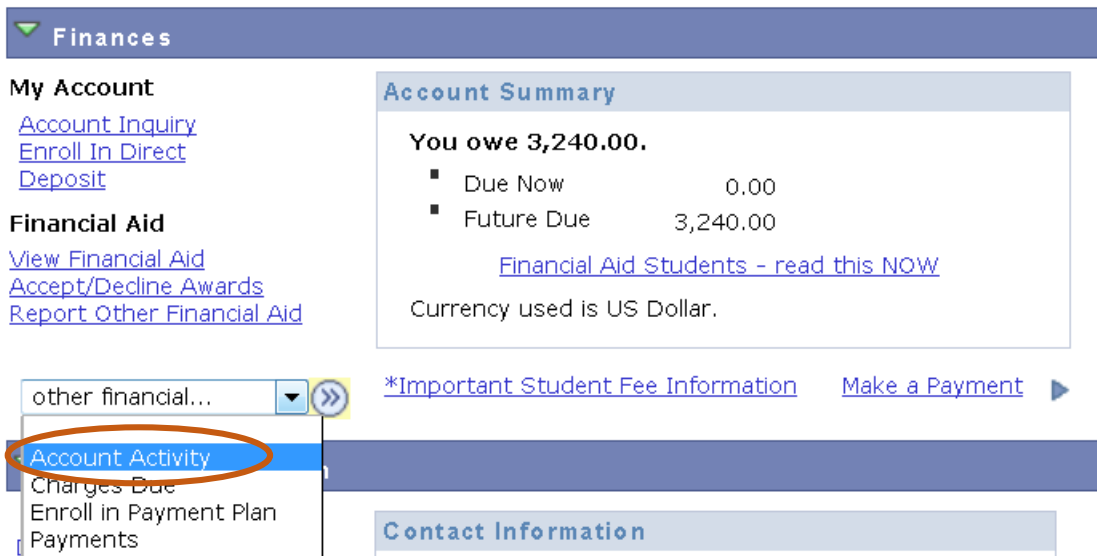


How to Opt Out

1. Log on to SF State Gateway
2. Navigate to the Student Center
3. In the center of the page in the “Finances” section, select “**Account Activity**” from the drop down menu [other financial] box, then click 



Finances

My Account
[Account Inquiry](#)
[Enroll In Direct Deposit](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)


Account Summary

You owe 3,240.00.

- Due Now 0.00
- Future Due 3,240.00

[Financial Aid Students - read this NOW](#)

Currency used is US Dollar.

other financial... 

Account Activity
Charges Due
Enroll in Payment Plan
Payments

[*Important Student Fee Information](#) [Make a Payment](#)

Contact Information

4. On the student **Account Activity** page, look for the “11-0209 Stdnt Involvement & Re” fee charge and next to the Charge column, select the “**OPT OUT**” link

Account Activity

View by

From 11/06/2014 To 05/06/2015 All Terms go

Posted Date	Item	Term	Charge	Payment	Refund
04/30/2015	11-0204 Health Service Fee	Fall 2015	153.00		
04/30/2015	11-0205 IRA General Fee	Fall 2015	50.00		
04/30/2015	11-0206 IRA Athletics Fee	Fall 2015	68.00		
04/30/2015	11-0207 Health Facilities Fee	Fall 2015	3.00		
04/30/2015	11-0208 Campus Service Card	Fall 2015	2.00		
04/30/2015	11-0209 Stdnt Involvement & Re	Fall 2015	2.00		OPT OUT
04/13/2015	11-0101 Estimated Tuition	Summer 2015	1,587.00		
04/13/2015	11-0201 Std Body Center Fee	Summer 2015	38.00		
04/13/2015	11-0202 Rec&Wellness Fee	Summer 2015	42.00		
04/13/2015	11-0203 Std Association Fee	Summer 2015	25.00		

5. Select an Opt out Reason from the drop down menu, and select **Opt Out**

Student Involvement and Representation Fee

Please indicate the reason for opting out. Answering this question is optional

Opt out Reason

- Financial Hardship
- Other
- Political Disagreement
- Unfamiliar with CSSA

Go Back

Opt Out

6. Review the **Account Activity** page to ensure that the Student Involvement and Representation Fee of \$2 is offset with a negative amount.