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, then click.

   **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.

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.

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