



Complete Your Required Student Financial Agreement

Step-by-Step Guide

Overview

This guide walks you through completing the **To Do List – Complete Your Required Student Financial Agreement** task in GET.

Estimated time to complete: 5–10 minutes

⚠ Note: Pages marked with an asterisk (*) are required and must be completed before you can finish. Optional pages may be reviewed but are not required.

Step 1: Access the Student Center

1. Sign in to [MyCalStateLA](https://my.calstatela.edu) at <https://my.calstatela.edu>
2. Select the **GET** tile.
3. Select **Student Center**.
4. From the **To Do List**, select **Complete Your Required Student Financial Agreement**.

💡 Tip: The To Do List appears on the right side of the Student Center page. If you do not see the task, contact One-Stop Financial Services.

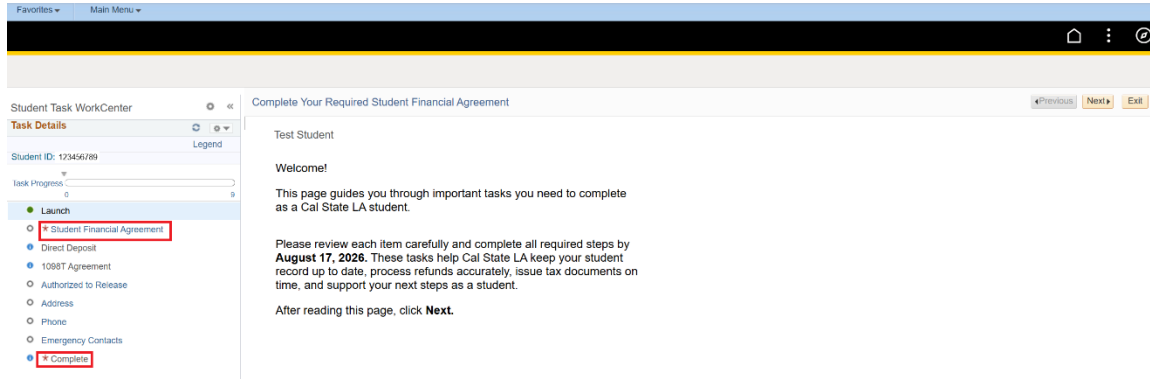
The screenshot shows the Student Center interface. At the top, there are navigation links: Favorites, Main Menu, Student Homepage, and Student Center. Below this is a search bar and a 'Search for Classes' button. The main content area is divided into sections: Academics, Finances, and To Do List. The Academics section includes a search bar, a 'Deadlines' section with a table of 'This Week's Schedule', and a 'URL' section. The Finances section includes a 'My Account' button and an 'Account Summary (See * link below)' button. The To Do List section includes a 'Communication Center' button, a 'Holds' section, and a 'To Do List' section. The 'To Do List' section contains a task: '1098-T Opt-In' and 'Complete Your Required Student Financial Agreement', which is highlighted with a red box.

Class	Schedule
BUS 4150-02 LEC (60332)	Asynchronous or To Be Arranged Online
FIN 3030-01 LEC (60266)	Asynchronous or To Be Arranged Online

Step 2: Review Required Pages

Before you begin, note the following:

1. Pages marked with an asterisk (*) are required.
2. Optional pages may be reviewed but do not need to be completed.
3. You must complete all required pages before clicking **Finish**.

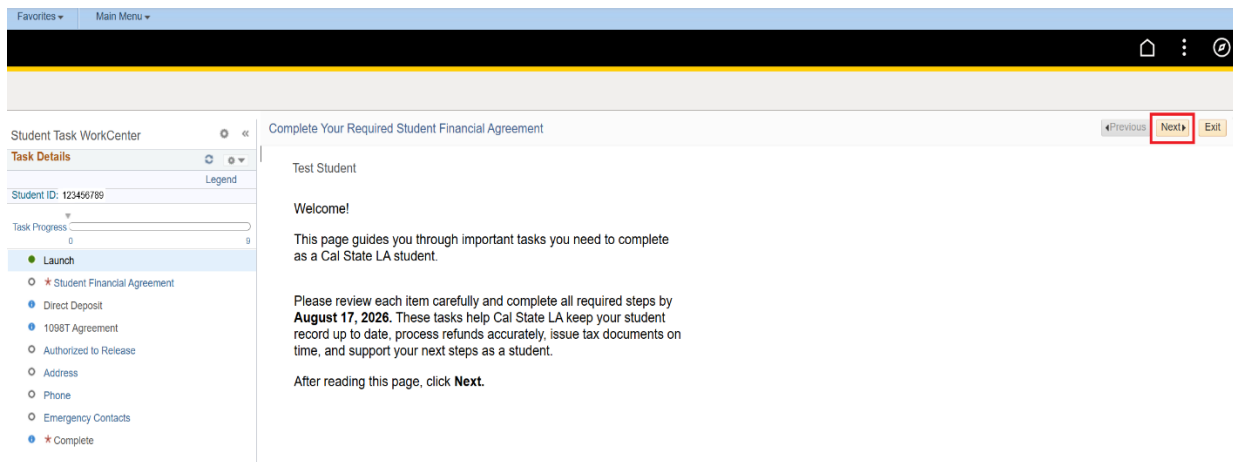


Step 3: Complete Each Section

Complete each section in order. Use the **Next** and **Save** buttons as directed within each section.

Introduction Page


- Optional Section
 1. Read the Introduction page to understand the purpose of this activity guide.
 2. Select **Next** to continue.

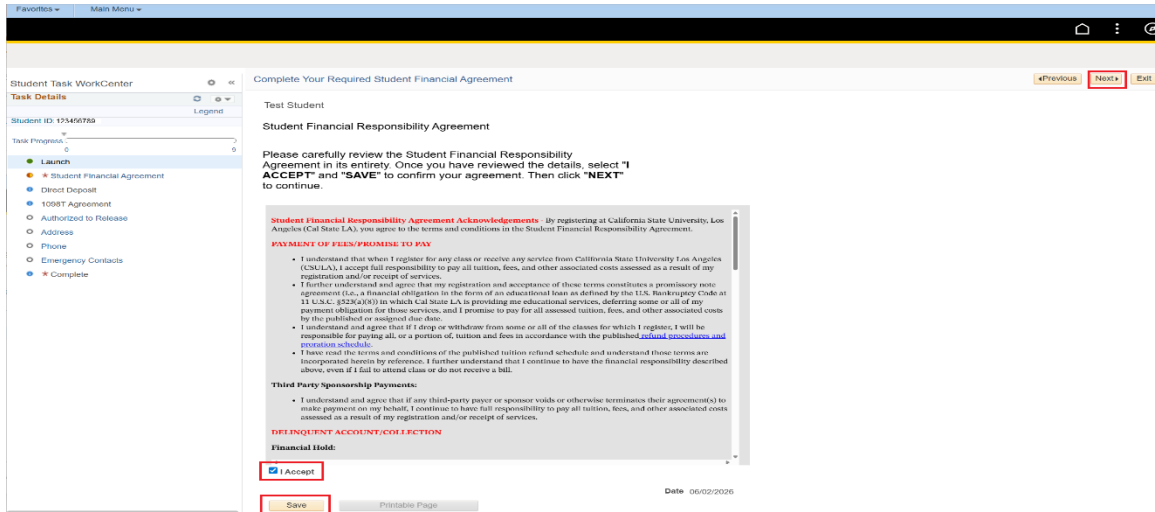


Student Financial Responsibility Agreement

★ Required Section

1. Read the agreement carefully. It outlines your financial obligations for tuition, fees, and related charges.
2. Select **I Accept** to acknowledge and agree to the terms.
3. Select **Save**, then select **Next** to proceed.

 **Tip:** You must select **I Accept** to move forward. If you do not accept, you will not be able to complete the activity guide.

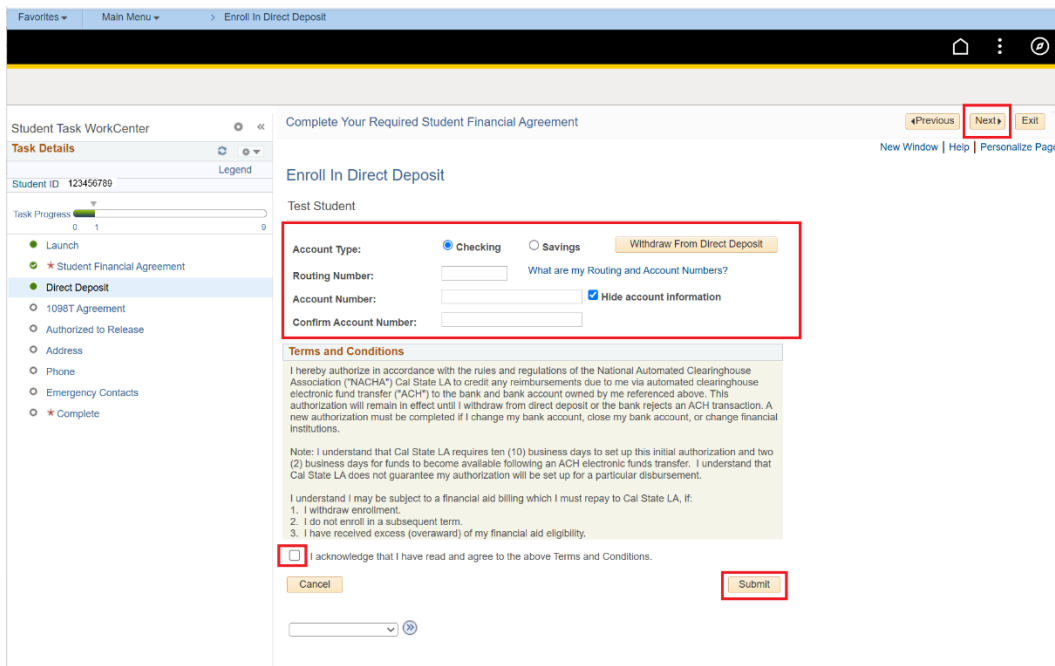


Direct Deposit Setup

○ Optional Section

1. Enter your bank routing number and account number.
2. Confirm that your banking information is accurate.
3. Select the checkbox next to **I acknowledge...** to confirm your information.
4. Select **Submit**, then select **Next**.


Note: Your banking information is used solely for financial aid refunds and other eligible student refunds. If you do not set up direct deposit, a paper check will be mailed to your address on file.

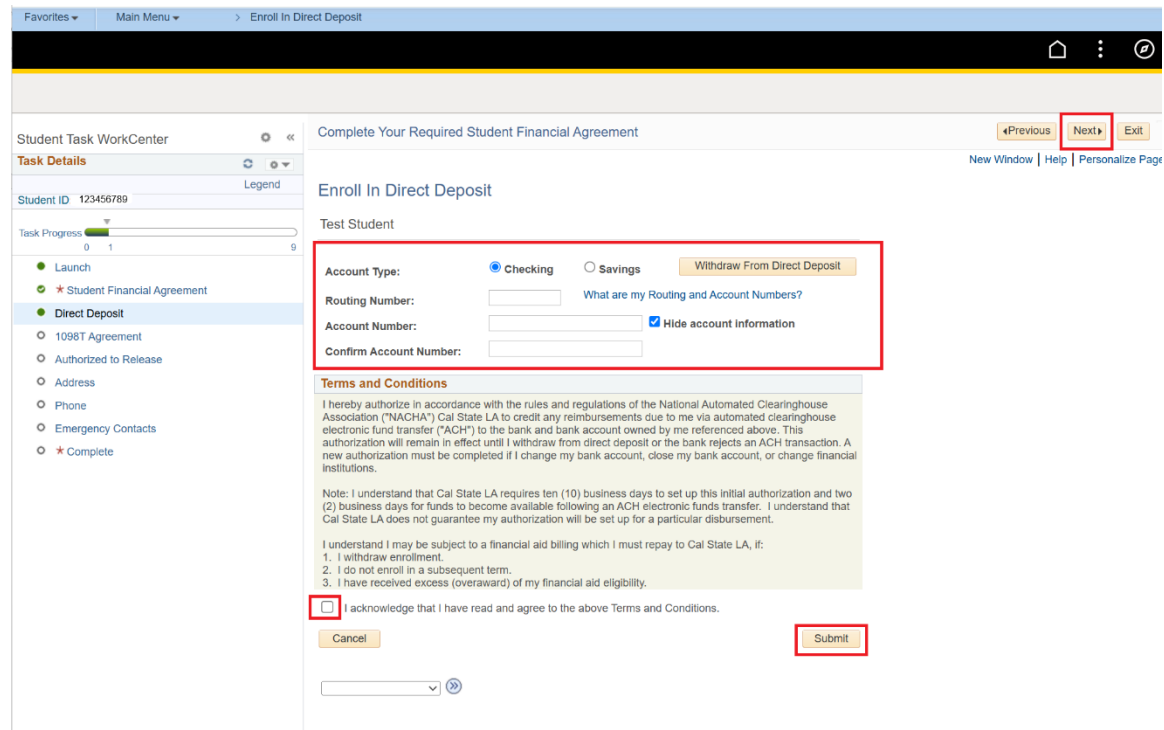


1098-T Electronic Consent

○ Optional Section

1. Read the 1098-T Electronic Consent agreement.
2. Select the checkbox next to **Yes, I have read the agreement** to consent to receiving your IRS Form 1098-T electronically.
3. Select **Next** to continue.

 **Tip:** The 1098-T form reports tuition payments and may help you claim education tax credits. By consenting, you will receive your form online instead of by mail.



Student Task WorkCenter > Enroll In Direct Deposit

Complete Your Required Student Financial Agreement

Enroll In Direct Deposit

Test Student

Account Type: Checking Savings

Routing Number: What are my Routing and Account Numbers?

Account Number: Hide account information

Confirm Account Number:

Terms and Conditions

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") Cal State LA to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank and bank account owned by me referenced above. This authorization will remain in effect until I withdraw from direct deposit or the bank rejects an ACH transaction. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.

Note: I understand that Cal State LA requires ten (10) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer. I understand that Cal State LA does not guarantee my authorization will be set up for a particular disbursement.

I understand I may be subject to a financial aid billing which I must repay to Cal State LA, if:


1. I withdraw enrollment.
2. I do not enroll in a subsequent term.
3. I have received excess (overaward) of my financial aid eligibility.

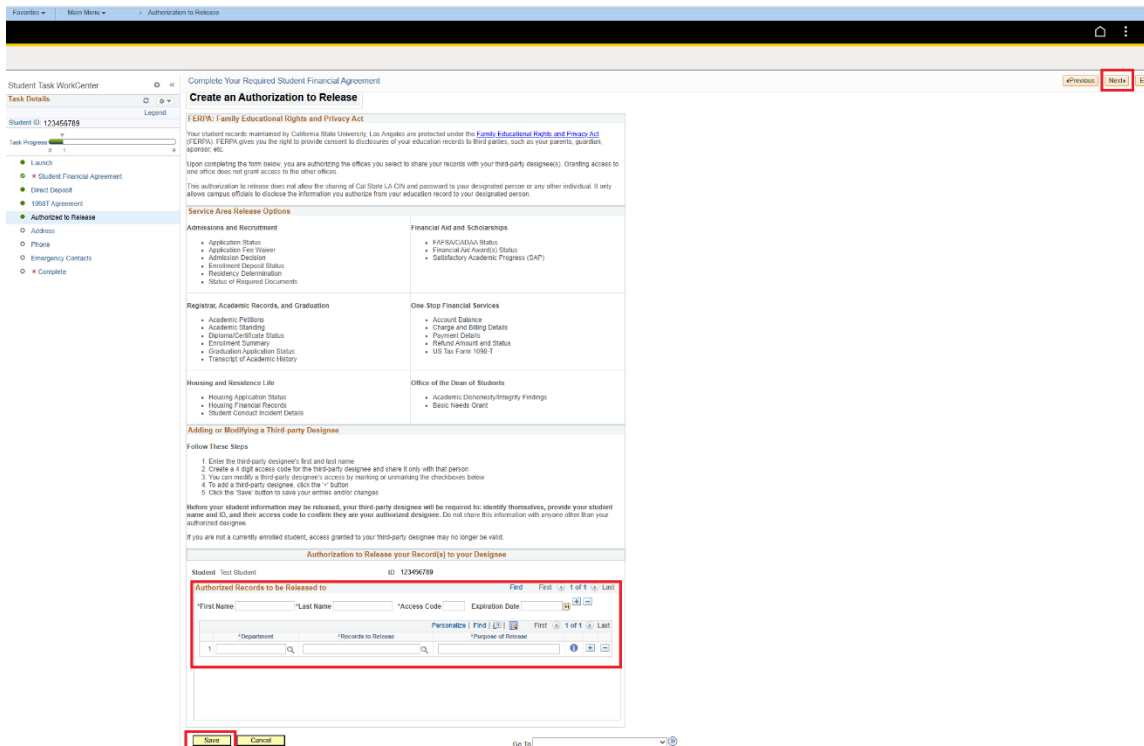
I acknowledge that I have read and agree to the above Terms and Conditions.

Authorization to Release

○ Optional Section

1. Read the Authorization to Release agreement.
2. If desired, enter the name(s) of individuals you authorize the university to release your records to, under **Authorized Records to Release to**.
3. Select **Save**, then select **Next**.


 **Note:** This section is governed by FERPA (Family Educational Rights and Privacy Act). Completing this section allows designated individuals to discuss your account with the university.

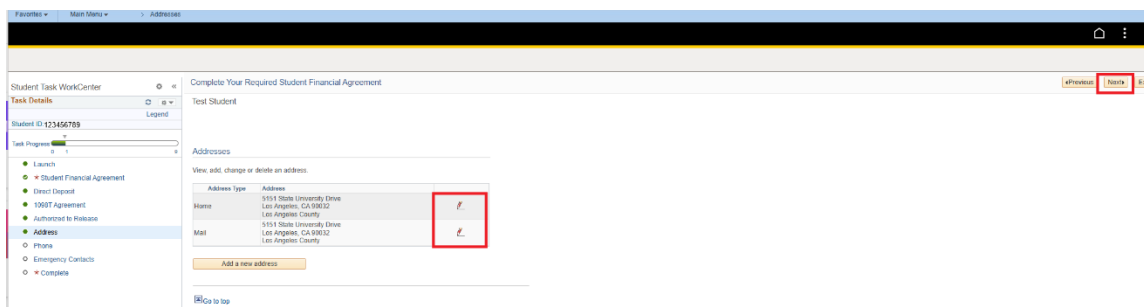


Address Page

Optional Section

1. Review your current mailing and permanent address on file.
2. If your address is incorrect, select the **Edit (pencil) icon** to update it.
3. Select **Save**, then select **Next**.

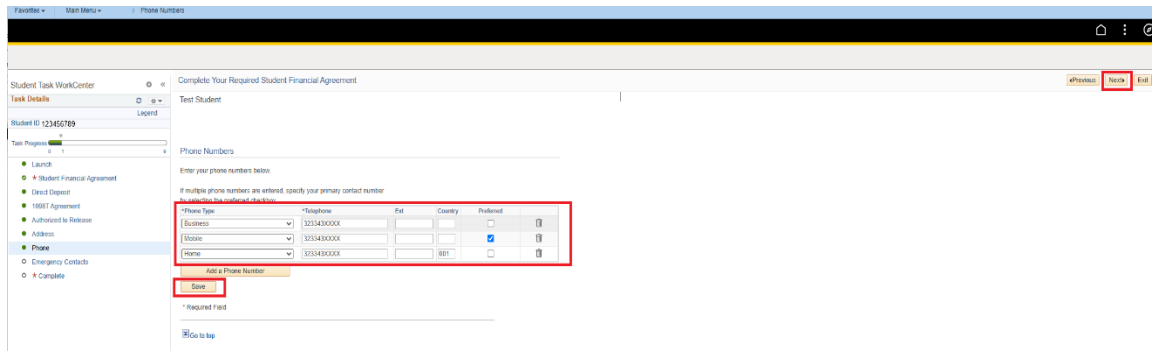
 **Tip:** An accurate address is required for paper checks, official university mail, and 1098-T forms mailed to you.



Phone Page

Optional Section


1. Add or update your primary phone number. Include the area code.
2. Select **Save**, then select **Next**.

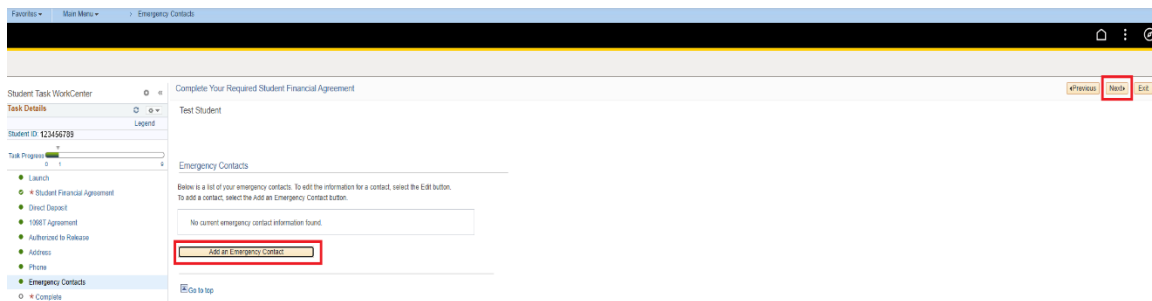


Emergency Contact Page

Optional Section

1. Add or update your emergency contact. Include the contact's full name, relationship to you, and phone number.
2. Select **Save**, then select **Next**.

 **Tip:** Providing an emergency contact ensures the university can reach a designated person in the event of an emergency. You may add more than one contact.




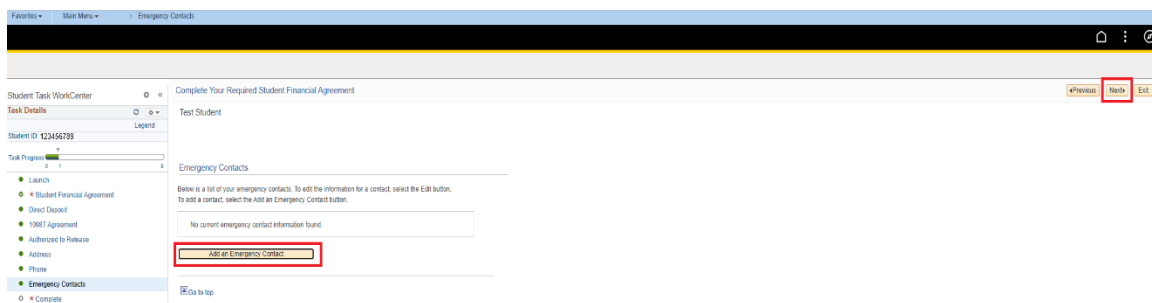
Step 4: Complete the Task

★ Required Section

After completing all required sections, finalize the activity guide:

1. Select **Finish** to submit your completed activity guide.
2. Select **Exit** to return to the Student Center.


 **Note:** Once you have completed all required sections and selected Finish, the To Do List item will be marked as complete. If you see it still showing as incomplete, allow a few minutes for the system to update, then refresh the page.




Need Help?

If you have questions or experience issues completing this Student Financial Agreement task, contact One-Stop Financial Services task, contact One-Stop Financial Services:

 **Phone:** (323) 343-3630

 **Email:** studentfinancialservices@calstatela.edu

 **Website:** <https://www.calstatela.edu/finance-onestop/>

 **Office Location:** Student Services Building, Room 2380