How to Edit the Dollar Amount of your Online Payment

Step 1: Log into CalCentral (https://calcentral.berkeley.edu)
Step 2: Click the “$ My Finances” link
Step 3: Click the “Make Payment for Fall 2016” button

Step 4: A new window opens, click “Pay” link
How to Edit the Dollar Amount of your Online Payment

Step 5: Click the “Edit” link

Step 6: Input the amount you wish to pay in the Payment Amount field and click the “Update Shopping Cart” button

Step 7: Click the “Checkout” button
How to Edit the Dollar Amount of your Online Payment

**Step 8:** Proceed by selecting a payment method and clicking the “Continue Checkout” button. Enter the required information for the payment method selected.

![Select Payment Method](image)

Process Complete.