How to pay the CHSC maintenance administration fee

- 1. Log in to your portal. If you have any issues, please contact <u>helpdesk@csse.org</u>
- 2. Once logged in, hover over Career Development at the top bar, and select

Shop.



3. Scroll down to find the CHSC Maintenance Administration Fee product. Click



Add to Cart.

4. On the pop-up window, click **Shopping Cart**.

IN CART	×
CHSC Maintenance Administration Fee	
Shopping Cart CONTINUE SHOPPING	

5. On the next page, click **Proceed to Check** out to complete the payment.

SHOPPING CART					
Coupons	APPLY				
Product	Product Price	Quantity	Total		
CHSC Maintenance Administration Fee	50.00	1	50.00 🗙		
TOTAL		1	50.00		
	PROCEED TO CHECKOUT				