To register a student club or organization, start here: http://www.fullerton.edu/sll/involvement/clubs

Student organizations that have completed the annual registration with Student Life and Leadership may open an account with ASI Financial Services. Student Club/Organization accounts are known as Agency Accounts.

To establish an Agency Account:
1. Complete the Agency Account Form
2. Complete the Disposition of Inactive Agency Account Funds Form
3. Submit both completed and signed forms to ASI Financial Services:
   800 N. State College Blvd, Fullerton, CA 92831
   or asifinancialservices@fullerton.edu
4. To open a new Agency Account, a $50 deposit is required.
   • To make a deposit by check, make the check payable to ASI CSUF.
   • To make a deposit with cash see the instructions below to make an in-person cash deposit. You may turn in your completed forms during your in-person appointment.

All Agency Forms are available under the Student Organization Agency Accounts tab on the ASI web site: https://asi.fullerton.edu/services#Accounting

All Agency Forms, including Check Requests, can be submitted electronically to:
   asifinancialservices@fullerton.edu
   All forms submitted electronically must include certified electronic signatures (via Adobe sign or another signature platform), or they can be printed, signed, scanned, and emailed. See the Guide to Processing Agency Check Requests for more instructions.

Online Cash Transactions:
Clubs and Organizations with an Agency Account can use the Event Brite online service provided through ASI Information & Services to collect dues and other funds from members. The collected funds are deposited into the Agency Account.

For instructions for using Event Brite, go to the ASI web site:
https://asi.fullerton.edu/services#Accounting and chose “Event Brite Requests”

Cash/check Deposits:
Cash deposits can be made in person by appointment only. To arrange an appointment please call (657) 278-2404 or email asifinancialservices@fullerton.edu and indicate AGENCY DEPOSIT in the subject line.

Accessing your account information:
See the Agency Accounts Online Access instructions:
https://asi.fullerton.edu/services#Accounting