To register a student club or organization, start here: [http://www.fullerton.edu/sll/involvement/clubs](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](mailto:asifinancialservices@fullerton.edu)

All Agency Forms are available under the **Forms tab** on the ASI web site: [https://asi.fullerton.edu/services#Accounting](https://asi.fullerton.edu/services#Accounting)

**All Agency Forms, including Check Requests, can be submitted electronically to:** [asifinancialservices@fullerton.edu](mailto: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.

**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](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](mailto: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](https://asi.fullerton.edu/services#Accounting)