Cashiering & Student Accounts Tutorial:  
How to Enroll in a Payment Plan

Please follow these step by step instructions to make a payment on MyUNLV.

**Step 1:**  
Login to MyUNLV with your NSHE student ID number and password. The link is provided here for your convenience:  [https://my.unlv.nevada.edu](https://my.unlv.nevada.edu).

**Step 2:**  
From your MyUNLV Rebel Student Homepage, click on the “My Account” tile to start the enrollment process.

**Step 3:**  
On the menu on the left, click on the seventh link, “Enroll in Payment Plan”.  
- Please note there will be a mandatory $45 administrative fee for enrolling in a payment plan.

**Step 4:**  
On the Selection Screen, you will be presented with all of the payment plans you are eligible to sign up for the current semester. Each payment plan choice will show you the following information:  
- How many installments are included with each plan.  
- The due dates for those installments.  
- The maximum amount the payment plan can be used for.  
- The date of your first installment.

Choose the plan you wish to enroll in by clicking the button to the left of each plan.

Once your selection has been made, please click the “Next” button to continue.

**Step 5:**  
You will be taken to the installment page to review your required installments for the plan you selected.

The information on this screen will show you  
- The installment due dates and the amounts that are due for each.  
  - Take note that the mandatory $45 administrative fee has now been added to your account.  
  - This fee will be added to your first installment payment.  
- Be aware that a 10% late payment penalty will be added to all installments not paid by the due date.  
- Also note that this installment schedule is based on your current charges. If charges on this plan are reversed or reduced, the installment will also be reduced. If you increase your charges, then they will be added to this installment schedule automatically.

Click on the “Next” button on the bottom right hand corner to proceed.
Step 6:
You will now be taken to the Terms and Conditions of the payment plan you have selected. Please review the payment plan information again.

- Please review your installment amounts.
- Be aware of your installment due dates.
- Take note of the penalties associated with missing an installment.

If you have read and accepted the terms and conditions of this payment plan. Please click on the “Yes” box and then click the “Enroll” button on the bottom right to finalize the enrollment process.

If you wish to change your plan you may click on the “Cancel” button on the bottom left of this page to return to the selection screen.

Step 7:
Once enrolled, you will be taken to your confirmation page. You can review your installment schedule or view your student account if you so choose.

If you wish to make your first payment now, please click on the “Make a Payment” link from the options listed on the menu on the left.