Cashiering & Student Accounts Tutorial:
How to Make a Payment on MyUNLV

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.

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

Step 3:
On the list of options on the left, click on the second link, “Make a Payment”.

Step 4:
You will be presented with a drop down box with the following payment options:
- Credit Card or
- Electronic Check
Select your payment method and then click the “Confirm” button in the upper right hand corner of the screen. For this example, we will choose Credit Card to continue.

Step 5:
On the next screen, your outstanding charges are listed for your convenience. Please enter the amount of your payment in the box on the right. If you are choosing to make a partial payment at this time, enter that amount here. Click the “Confirm” button in the upper right hand corner of the screen to continue.

Step 6:
Next, you will be asked to confirm the amount you entered on the previous screen. Please review the amount you entered to ensure it is correct. Click the “Confirm” button in the upper right hand corner of the screen to continue.

Step 7:
Since we chose Credit Card as our method of payment, now enter your Credit Card or Debit Card number in the box on the right. The University accepts Visa, Master Card, Discover, American Express, BCCard, and DinaCard. Click the “Continue” button once you have entered your card account number to proceed to the Account Information page.

Step 8:
Please enter the following information associated with the account:
- Enter the name on the credit/debit card
- From the drop down box select the card expiration date, the month and then the year.
- Enter the Security Code on the back of your card.
- Complete the form by entering the billing information, starting with your address, city, state, postal code and Country
- Click the “Continue” button to continue.

**Step 9:**
To finalize your payment, please confirm the amount and card number that was used for the transaction. Once confirmed, please click the “Confirm” button in the upper right hand corner to complete the payment process.

You have now completed the payment process. The final page you have been directed to is your payment confirmation page. This will provide you with the status of your payment and all of the details. You may choose to print this page for your records.

If you choose, you can also view your payment history from this page. From the list of options on the left, click on the fourth link, “Payment History”. A complete listing of all of your previous payments will be listed in chronological order. You even have the ability to click on each transaction to see the charges paid from that particular payment.