

Orientation Guest Fee Payment Guide

We look forward to welcoming guests to
UNLV New Student Orientation!

The mandatory \$30 per guest non-refundable/reversible fee will appear on the student account approximately 15 minutes after guests are added to an orientation registration. The Orientation Guest Fee should be paid in advance of your scheduled orientation session. Follow the below steps to pay the Orientation Guest Fee.

- Navigate to the MyUNLV Student Portal: my.unlv.nevada.edu
- Log-in using the Student NSHE ID Number and Password
- Click on the "My Account" tile

The screenshot displays the 'Rebel Student Homepage' with a grid of tiles. The 'My Account' tile is highlighted with a red arrow. A callout box on the right provides a detailed view of the 'My Account' tile, showing 'Currently Due \$30.00' and '1098-T Mail Option'.

▼ Rebel Student Homepage			
Applicant 1 active application	Academic Progress The Academic Requirements report is not available.	Financial Aid	My Account Currently Due \$30.00 and 1098-T Mail Option
My Admissions	Student Center - Classic	Enrollment	
Personal Information	Academic Records	Resources	
My Next Class No current classes			

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- Along the navigation bar on the left hand side, click “Make a Payment”.
- If there is no navigation bar on the left hand side, click the blue box with 2 lines in it to pull out the navigation bar.

[Rebel Student Homepage](#)

Account Balance

Account Balance Due Now:
\$30

Make a Payment

Charges Due

What I Owe

Term	Charges & Deposits	Pending Financial Aid	Total Due
2019 Fall	30.00	0.00	30.00
Total	30.00	0.00	30.00

- Select your Payment Method from the drop down box
 - If you are using a debit card, you can use the Credit Card option.
- Click the green “Confirm” button

1
Select Payment Method
 In Progress

2
Specify Payment Amount
 Not Started

3
Confirm Payment Amount
 Not Started

4
Third Party Page
 Not Started

5
Submit Payment
 Not Started

6
Payment Result
 Not Started

Step 1 of 6: Select Payment Method

Confirm

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

Pay By

Credit Card

Credit Card

Electronic Check

Select Payment Method

- Enter the payment amount (outstanding charges)
 - If there are other tuition or fees on the account, only the Orientation Guest Fee is due in advance of your orientation session.
- Click the green "Confirm" button

Exit

Make a Payment

Previous

1 Select Payment Method
Complete

2 Specify Payment Amount
In Progress

3 Confirm Payment Amount
Not Started

4 Third Party Page
Not Started

5 Submit Payment
Not Started

6 Payment Result
Not Started

Step 2 of 6: Specify Payment Amount

Confirm

This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

Actions

What I Owe

Description	Outstanding Charges	Payment Amount
University of Nevada Las Vegas	30.00	30.00

Currency used is US Dollar

Payments are collected through our secure third party payment provider.

- Click the green "Confirm" button

Step 3 of 6: Confirm Payment Amount



Your payment of 30.00 USD will be collected through our secure third party payment provider.

- Enter Account information
- Click the "Continue" button

UNLV University of Nevada, Las Vegas 4505 S. Maryland Parkway, Las Vegas, NV 89154

Payment amount: **\$30.00**

Payment method: **Credit or Debit Card**

Account Information

*Indicates required fields

*Card account number:

Credit or Debit Card - We accept the following credit and debit cards.

VISA Mastercard Discover American Express

Continue Cancel

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- Security Code is required if using credit card
- When selecting the country, select the country of address for the credit card, not necessarily what country the student is from
- Click the "Continue" button
- If an error occurs in a field, a pop up will display indicating what fields are missing or invalid

The screenshot displays a payment form for UNLV. At the top, it shows the payment amount as \$30.00 and the method as Credit or Debit Card. Below this, logos for Visa, Mastercard, Discover, and American Express are shown. The form is divided into two main sections: Account Information and Cardholder Billing information. The Account Information section includes fields for Card account number (xxxxxx5454), Name on card (Olga Catania), Card expiration date (11/2017), and Security code (123). The Cardholder Billing information section includes a checkbox for international billing, Billing address (4505 Maryland Parkway), Billing address line two, City (Las Vegas), State/Province (Nevada (NV)), Postal code (89123), and Country (UNITED STATES). A 'Continue' button is highlighted with a mouse cursor, and a 'Cancel' button is also visible.

Payment amount: \$30.00

Payment method: Credit or Debit Card

Credit or Debit Card - We accept the following credit and debit cards.

Account Information

*Indicates required fields

*Card account number: xxxxxxxxx5454

*Name on card: Olga Catania

*Card expiration date: 11/2017

*Security code: (what is this?) 123

Cardholder Billing information

☐ My billing address is international

*Billing address: 4505 Maryland Parkway

Billing address line two:

*City: Las Vegas

*State/Province: Nevada (NV)

*Postal code: 89123

*Country: UNITED STATES

Continue **Cancel**

- Review the payment and click "Submit" button

Make a Payment

Submit Payment

If the information below is accurate, click the Submit button.

Payment Summary	
Payment Amount	30.00
Currency used is US Dollar.	
Card Number	5454

CANCEL

SUBMIT

Payment confirmation will be displayed.

Step 6 of 6: Payment Result

✓ Your payment has been accepted. Save the following information for your reference.

Confirmation Details

Transaction Status ✓ Successfully Posted

Transaction Date 01/02/2019

Reference Number 000001011461

Payment Amount 30.00

Card Number 7873