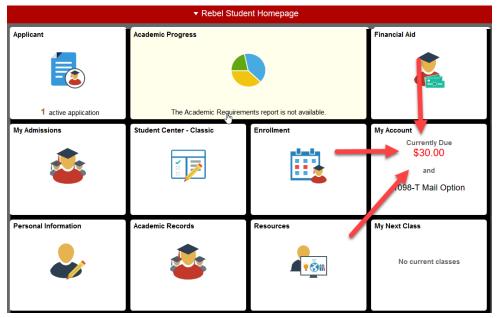


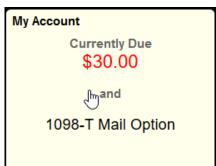
Orientation Guest Fee Payment Guide

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.

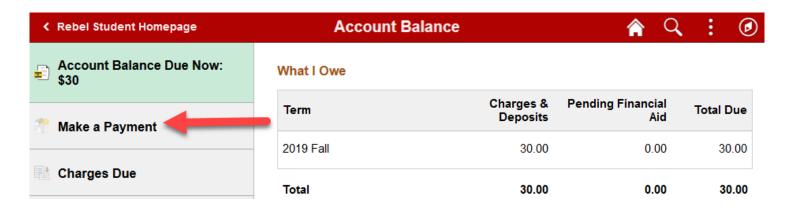
- Navigate to the MyUNLV Student Portal: my.unlv.nevada.edu
- Log-in using the Student NSHE ID Number and Password
- Click on the "My Account" tile



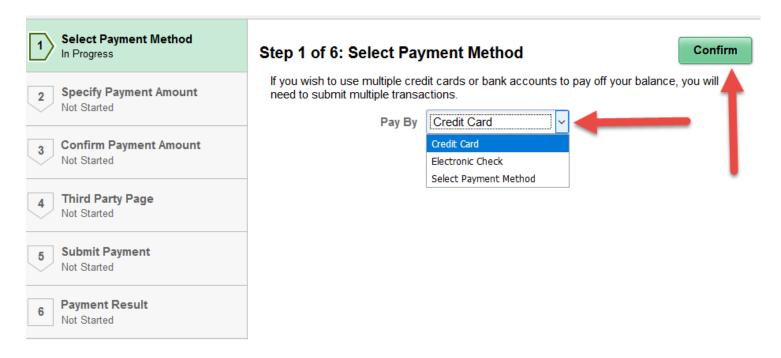


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- Along the navigation bar on the left hand side, click "Make a Payment".
- If there is no navigation bar on the left hand side, click the blue box with 2 lines in it to pull out the navigation bar.

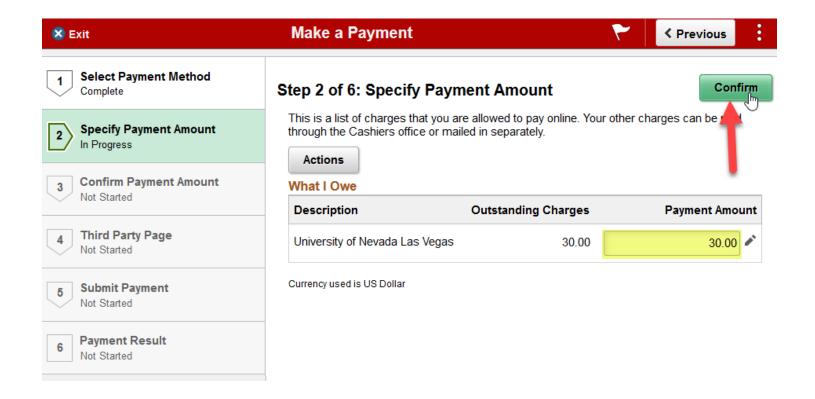


- Select your Payment Method from the drop down box
 - If you are using a debit card, you can use the Credit Card option.
- Click the green "Confirm" button



Office of ADMISSIONS

- 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





Payments are collected through our secure third party payment provider.

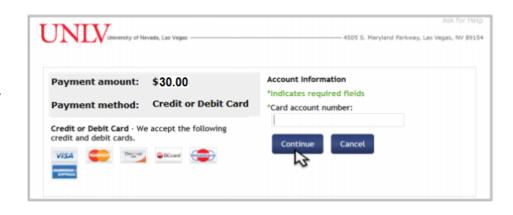
· Click the green "Confirm" button

Step 3 of 6: Confirm Payment Amount



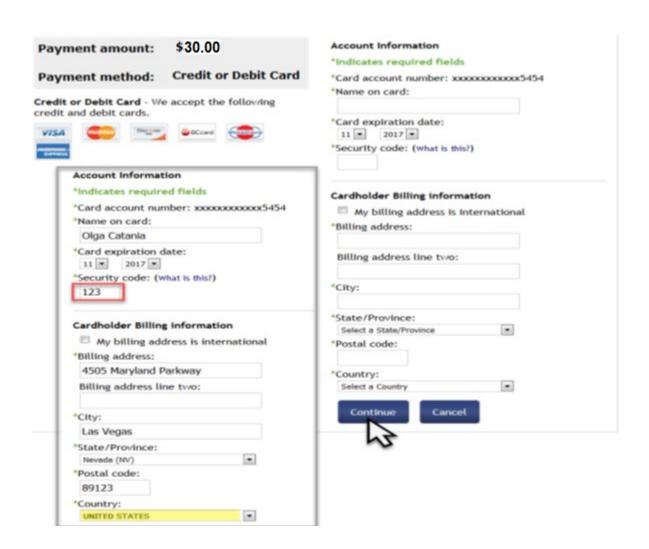
Your payment of 30.00 USD will be collected through our secure third party payment provider.

- Enter Account information
- Click the "Continue" button



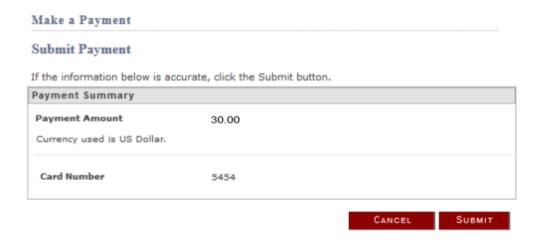


- Security Code is required if using credit card
- When selecting the country, select the country of address for the credit card, not necessarily what country the student is from
- Click the "Continue" button
- If an error occurs in a field, a pop up will display indicating what fields are missing or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





Review the payment and click "Submit" button



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