UC SAN DIEGO

CREDIT CARD PAYMENT
TUTORIAL
From tritonlink.ucsd.edu home page, login to MyTritonLink

<table>
<thead>
<tr>
<th>Date</th>
<th>Announcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 20</td>
<td>October billing statement DUE</td>
</tr>
<tr>
<td>Oct 27</td>
<td>Deadline to drop classes without &quot;W&quot; or change grading option or units (undergraduates)</td>
</tr>
<tr>
<td>Reminder</td>
<td>Protect your privacy! Always log off and close your browser after each MyTritonLink session</td>
</tr>
</tbody>
</table>
Enter User ID/PID and password (students only).
Click on balance amount or "account details" to go to the BILLING & PAYMENT menu.
Click **Pay Total Current Balance** or **Pay Total Last Statement** option to go to the View & Pay Bill page.

- The **Last Statement Balance** includes any charges up to the date the statement was produced.
- The **Current Balance** includes all activity currently on the student’s account and is the most up-to-date balance.
Once the payment option is selected, a separate pop-up window will open. The remainder of the transaction will be completed via the third-party vendor, NelNet.

Click continue to proceed.
Under the Payment Method dropdown menu, select the **Credit Card** option then hit **continue** to access the Credit Card payment screen.
The **Total Amount** includes the amount to be paid to the student’s account plus the 2.75% non-refundable service charge.

Enter Credit/Debit card information.
Enter address information.

Enter contact information.

This information may be saved as a new payment profile.
The confirmation page displays all information entered before submitting the transaction.

Verify all information is correct, or “edit” the information before clicking “confirm”.
The payment processing page may take up to 1 minute to complete. In order to avoid duplicate payments, DO NOT REFRESH OR CLOSE THE WINDOW.
There will be two separate payment receipts after the payment is processed. These receipts reflect:

1. Amount paid towards the student’s account
2. Amount paid towards the 2.75% service fee

Note: There will be two separate charges on the credit card statement.
This is an example of the confirmation amount paid towards the student’s account. It will be the confirmation receipt with the larger amount paid. Only this amount will be reflected on TritonLink. The service fee WILL NOT be reflected on TritonLink.
This is an example of the amount paid towards the 2.75% service fee. It will be the confirmation receipt with the lesser amount paid and this amount WILL NOT be reflected on TritonLink.
A credit card payment in the amount of $2,834.00 was approved on 10/18/2017 at 12:29 PM.

The confirmation number is 5001654826.

Regards,
QuikPAY Online Services

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A credit card payment in the amount of $105.44 was approved on 10/18/2017 at 12:29 PM.

The confirmation number is 5001604828.

Regards,
QuikPAY Online Services

Note: This is a nonrefundable service fee paid to Nelnet Campus Commerce.

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Two separate payment confirmation emails are sent to the payer. These confirmation emails reflect:

1. Confirmation for the amount paid towards the student’s account
2. Confirmation for the amount paid towards the 2.75% service fee
To review the payment, go back to the View & Pay Bill page on TritonLink.

Click “Current Account Activity” to view the payment transaction.
The transaction appears as “Triton Credit Card Payment” on the Current Account Activity screen. The payment will be reflected on the following month’s billing statement.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Description</th>
<th>Reference Number</th>
<th>Payments/Credits</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/18/2017</td>
<td>TRITON CREDIT CARD PAYMENT</td>
<td>5001604626</td>
<td>3834.00</td>
<td>3834.00</td>
</tr>
<tr>
<td>10/18/2017</td>
<td>TUITION FALL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CONTACT US

MON-WED: 8:00 AM – 4:30 PM   THUR: 10:00 AM – 4:30 PM   FRI: 8:00 AM – 4:30 PM

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