

## HOW TO PAY YOUR FEES ONLINE

Log in to My Account at <https://unex.uci.edu/courses/secure/login.aspx>

Your outstanding balance amount will be displayed on your account home page.

- To view a summary of your fees, click on the Student Statement/Receipt link in the middle of the page or from the My Account links to the left of the page.

Click on the link to submit your payment for your balance due.

The screenshot shows the 'My Account' page for a UCI Extension user. The page has a blue header with navigation links: COURSES, CERTIFICATES, INTERNATIONAL, COMMUNITY RESOURCES, STUDENT SERVICES, and ABOUT. Below the header, the page title 'My Account' is displayed. A navigation breadcrumb shows 'Home > Courses > Account'. A welcome message reads: 'Welcome to your account, [redacted] (Reference ID: [redacted])'. A red box highlights the text: 'You have a balance of \$670.00. Click here to submit payment online.' Below this, a message says: 'To view you itemized fees, click on **Student Statement/Receipt**. If you have questions regarding your fees, please contact the Student Services office at [unex-services@uci.edu](mailto:unex-services@uci.edu) or (949) 824-5414.' The 'Student Statement/Receipt' link is circled in red. On the left side, under the 'My Account' section, the 'Student Statement/Receipt' link is also circled in red. Below this are links for 'Order Official Transcript', 'Declaration of Candidacy / Certificate Request', 'Download IRS Form 1098-T', and 'Logout'. On the right side, there is a 'New to Extension?' section with a search bar and radio buttons for 'Spring 2015' (selected) and 'Winter 2015', with a 'Find Courses' button. Below that is a 'Related Forms' section with links for 'Enrollment Form' and 'Transcript Request Form'. At the bottom is an 'Also of Interest' section with links for 'Academic Calendar', 'UCI Parking Policy', 'Transcripts FAQ', 'Enrollment FAQ', 'Webinar FAQ', and 'Online FAQ'.

The balance amount will be placed in your cart. Then you can enter your payment information. Click on Process Request to complete your payment.

COURSES
CERTIFICATES
INTERNATIONAL
COMMUNITY RESOURCES
STUDENT SERVICES
ABOUT

**Courses**

Course Search

Browse by Topic

Online Courses

New Courses

Access UCI

**My Account**

Account Home

**My Cart**

My Courses

Login Tutorial

Update Profile

Change Password

View Schedule

Change Grade Option

Unofficial Transcript/Grade Cards

Student Statement/Receipt

Order Official Transcript

Declaration of Candidacy / Certificate Request

Download IRS Form 1098-T

Logout

Item		Qty	Fee	
Balance	2015/SPRING	1	\$880.00	<a href="#" style="background-color: red; color: white; border-radius: 50%; padding: 2px 5px;">Remove</a>
			Total Due: \$880.00	

### Payment Information

**All Fields Required\***

If you do not wish to submit your credit card information online, please use one of the [alternative methods of payment](#).

**Is this an international (non-U.S.) credit card?**  
 No    Yes

Card Type\*

Card Number\*

CVV2\*

Zipcode\*

Name on Card\*

Expiration Date\*

Billing Street Address\*

Process Request

Reset Form

Cancel Request

**Note:** Candidacy fee purchases are non-refundable. Students may declare candidacy at any time. UC Irvine Extension recommends that students wait until two courses have been completed before declaring candidacy.

New to Extension?

Search

Spring 2015

Winter 2015

Find Courses

**Related Forms**

Enrollment Form

Transcript Request Form

**Also of Interest**

Academic Calendar

UCI Parking Policy

Transcripts FAQ

Enrollment FAQ

Webinar FAQ

Online FAQ

Your payment is **not complete** until you reach the confirmation page **and** you receive your payment confirmation/receipt by email.

If you do not receive your payment confirmation/receipt by email, please contact the Student Services office at [unex-services@uci.edu](mailto:unex-services@uci.edu) or (949) 824-5414 (press 1).