

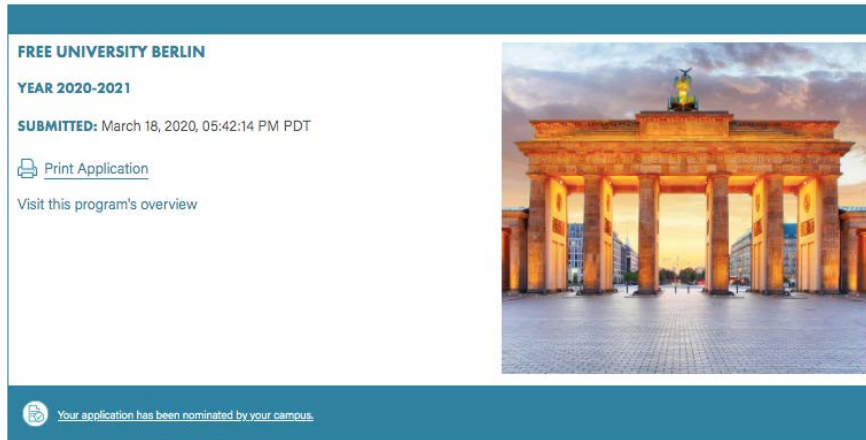
# UCEAP Portal Payment Instructions

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# GETTING STARTED

1. Log in to your UCEAP Portal
2. Find the application to which you want to make payments



3. Navigate to the Finances > Fees and Payments page



# MAKE A PAYMENT

1. Scroll down to the bottom of the Fees and Payments page

## FEES AND PAYMENTS

Actual Tuition, Fees, and Charges subject to change by the regents of the University of California and could be affected by increases or reductions in State funding, or other developments.

- Application
- Finances
  - Estimated Budget
  - Fees and Payments**
- Predeparture
- Summer Term
- Fall Term
- Spring Term

Fees and Payments			
Campus Fees			
Category	Account	Amount	Status
Campus Fees	UCLA Campus Fees	\$334.93	Applied
<b>Subtotal</b>		<b>\$334.93</b>	
UCEAP Fees			
Category	Account	Amount	Status
UCEAP Fees	Program Specific Fee	\$1,200.00	Applied
UCEAP Fees	UCEAP Mandatory Travel Insurance	\$759.36	Applied

- Select Make a Payment – you will be taken to Cashnet, our third-party payment portal. *\*The Make a Payment button only displays if you have a balance greater than \$0.00.*

**Total**

**Subtotals**  
Charges: \$65,272.29  
Payments: \$1.10  
**Balance**  
\$65,271.19

**PAYMENT SCHEDULE**  
Late fee will be waived if/when financial aid is received.

**FIRST PAYMENT**

Due Date	Balance Due
May 1, 2020	950.00

Disclaimer  
If a payment is posted after the due date, you will be charged a \$50.00 late fee.

**SECOND PAYMENT**

Due Date	Balance Due
August 1, 2020	50% of balance

**THIRD PAYMENT**

Due Date	Balance Due
December 1, 2020	Remaining Balance

**MAKE A PAYMENT**

- You will then be taken to the 'Overview' tab, here you will see all the balances you have with UCEAP.

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# Overview

Notification icon

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ipsa fugit
 Balance

Overview
 
**ipsa fugit**  
 University of California EAP (Training)
 
\$12,864.06

Make a Payment  
 Transactions  
 Sign Out

---

### Summary

Balance (Leiden University College - Year - 2020-2021)	\$1,234.56
Balance (Dublin Science and Engineering - Summer Physics - 2020-2021)	\$11,629.50
<b>Balance</b>	<b>\$12,864.06</b>

**Sign up for direct deposit refunds!**

Receive refunds and disbursements faster with direct deposit.

[Sign up](#)

**Do you want help paying?**

Do you know someone that would like to help you pay? Invite them to have access to your account!

[Send a payer invitation](#)

[Make a payment](#)

- Navigate to the 'Make a Payment' tab, you will be able to see all the balances for each application and select which balance you would like to pay.

ipsa fugit  
 Overview  
 **Make a Payment**  
 Transactions  
 Sign Out

- You will see all applications to which you must make a payment

## Make a Payment

The screenshot shows a web interface for making payments. On the left is a dark sidebar with navigation options: 'Ipsa fugit', 'Overview', 'Make a Payment' (highlighted), 'Transactions', and 'Sign Out'. The main content area has a dark header with 'Pay amount' and '2 Items \$12,864.06 | Remaining due \$0'. Below this is the heading 'How much would you like to pay?'. There are two payment forms. The first is for 'Balance (Leiden University College - Year - 2020-2021)' with an 'Amount' input field containing '\$1,234.56' and a 'Balance \$1,234.56' button. The second is for 'Balance (Dublin Science and Engineering - Summer Physics - 2020-2021)' with an 'Amount' input field containing '\$11,629.50' and a 'Balance \$11,629.50' button. A footer note states '\* Indicates required field' and there is a help icon in the bottom right.

6. In the 'Make a Payment' tab, to select an application in which to make payments, input the amount you wish to pay in the text-field of the application. In the case of two applications, if you wish to make one payment, you must change the amount to '\$0'. To pay the full balance of an application, click the 'Balance' button below the application.

Pay amount  
• • •

1 item \$500 | Remaining due \$12,364.06

How much would you like to pay?

**Balance (Leiden University College - Year - 2020-2021)**

**Amount**

  
Maximum \$1,234.56

Balance \$1,234.56


**Balance (Dublin Science and Engineering - Summer Physics - 2020-2021)**

**Amount**

  
Maximum \$11,629.50

Balance \$11,629.50

\* Indicates required field



7. Select Continue after confirming the amounts you wish to pay.

# SUBMIT PAYMENT

1. After confirming the amounts you wish to pay for your selected application(s), you will then be taken to a page where you can select your payment method.

Pay amount

Payment method

How would you like to pay?

Payment amount  
\$500

\* Payment method

New credit or debit card

AMERICAN EXPRESS DISCOVER JCB MasterCard

Please enter your credit card information and click on the 'Continue Checkout' button.

\* Card number

Card number required

\* Expiration date

MM / YY

\* Security code

\* Zip/Postal code

Save card for future use

Secure encrypted payment

Cancel Continue

2. Choose the payment method of either Credit Card or Electronic Check

Pay amount Payment method

How would you like to pay?

**Payment amount**  
\$500

**\* Payment method**

New credit or debit card ▼

New credit or debit card

New bank account

Please enter your credit card information and click on the 'Continue Checkout' button.

**\* Card number**

① Card number required

**\* Expiration date**                      **\* Security code** ①

MM / YY                                     

**\* Zip/Postal code**

Save card for future use

Secure encrypted payment                      Cancel                      Continue

3. Enter your information
  - a. credit card Select Continue

Please enter your credit card information and click on the 'Continue Checkout' button.

**\* Card number**

① Card number required

**\* Expiration date**                      **\* Security code** ①

MM / YY                                     

**\* Zip/Postal code**

Save card for future use

Secure encrypted payment                      Cancel                      Continue

- b. bank information Select Continue



Please enter your bank account information and click on the 'Continue Checkout' button.

**\* Account holder name**

ⓘ Account holder name required

**\* Account type**

Checking

Savings

**\* Routing transit number** ⓘ

ⓘ Enter a valid 9-digit routing transit number

**\* Bank account number** ⓘ      **\* Confirm bank account number**

ⓘ Enter a valid 4 to 17-character bank account number

Save bank account for future use

🔒 Secure encrypted payment

Cancel      Continue

#### 4. Review the information you entered for accuracy

## Make a Payment

← Payment method
Review  
● ● ●


Last step! Let's make sure we have your correct information.

**\* Email address**

**Summary** [Change](#)

<b>Balance (Leiden University College - Year - 2020-2021)</b>	
Amount	\$500.00
<b>Service charge</b>	<b>\$13.75</b>
<b>Total</b>	<b>\$513.75</b>

**Payment details** [Change](#)

<b>Card number</b>	██████████	
<b>Expiration date</b>	██████	
<b>Zip/Postal code</b>	██████	

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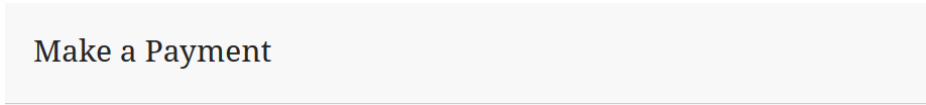
🔒 Secure encrypted payment

Cancel      **Pay \$513.75**

5. Select Pay



6. You will receive a confirmation screen as well as a confirmation email

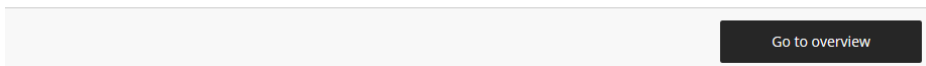


\$513.75

Thank you for your payment

You have a remaining balance of \$12,364.06

The payment receipt [#1033](#) was sent to:  
beaston@uceap.work



# EDIT PAYMENT

1. If you want to edit the amount you originally added to your shopping cart, select Edit Item

# Make a Payment

Payment method Review

Last step! Let's make sure we have your correct information.


**\* Email address**

beaston@uceap.work

**Summary** [Change](#)

<b>Balance (Leiden University College - Year - 2020-2021)</b>	
Amount	\$500.00
<b>Service charge</b>	\$13.75
<b>Total</b>	<b>\$513.75</b>

**Payment details** [Change](#)

<b>Card number</b>	██████████	
<b>Expiration date</b>	██████	
<b>Zip/Postal code</b>	██████	

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Secure encrypted payment Cancel Pay \$513.75

2. Enter the amount you want to pay

How much would you like to pay?

**Balance (Leiden University College - Year - 2020-2021)**

**Amount**

  
Maximum \$1,234.56

Balance \$1,234.56

**Balance (Dublin Science and Engineering - Summer Physics - 2020-2021)**

**Amount**

  
Maximum \$11,629.50

Balance \$11,629.50

\* Indicates required field

?

Cancel Continue

3. Select Continue

Cancel Continue

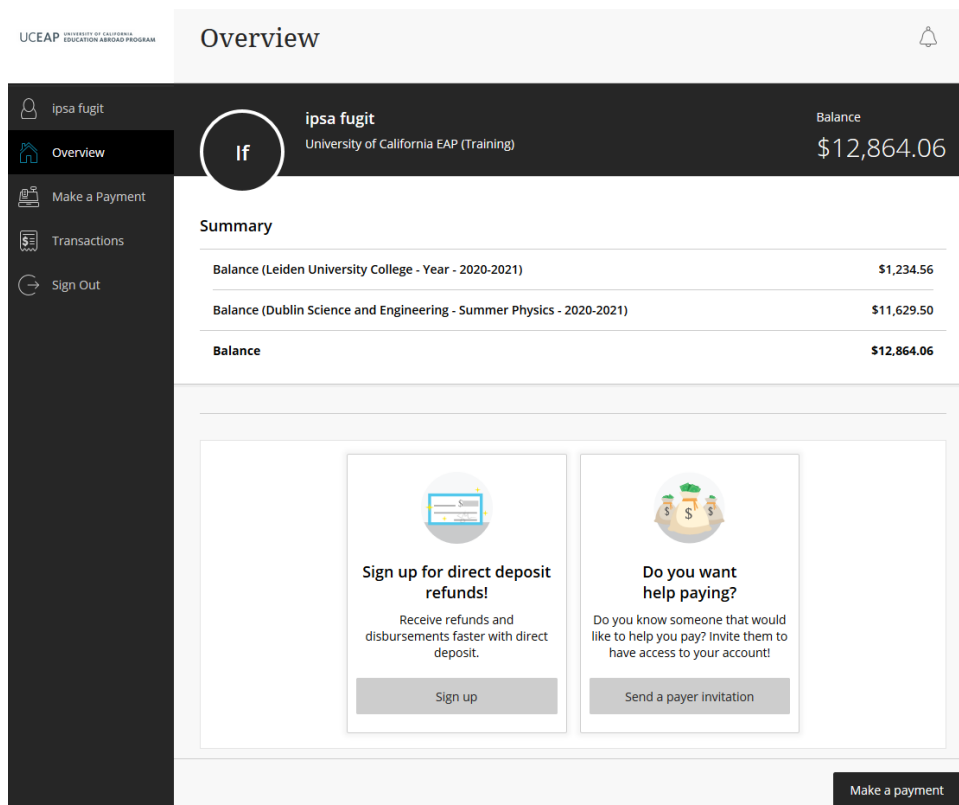
4. Proceed with Submit Payment instructions

# CANCEL YOUR PAYMENT

1. If you wish to cancel your payment at any moment during the payment process, proceed to Cancel

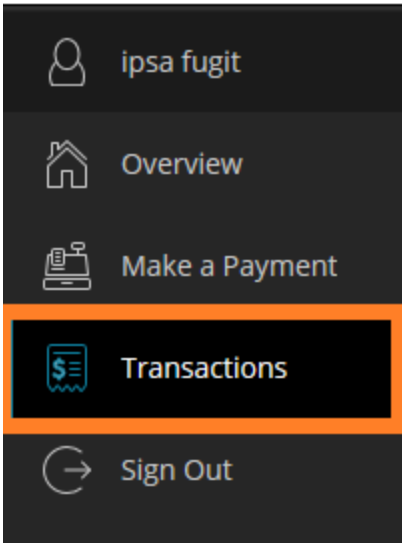


2. Once you have cancelled your payment you will be taken to the Overview page where you can review all balances owed to UCEAP.



# REVIEW YOUR PAYMENT

1. You can review all payments made to UCEAP via the Transactions tab



a. Notice the amount and transaction number in the accordion labeled Payments

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### Transactions

Date	Description	Receipt	Amount
8/13/20	Balance (Leiden University College - Year - 2020-2021)	<a href="#">#1033</a>	\$513.75
6/11/20	Balance (Dublin Science and Engineering - Summer Physics - 2020-2021)	<a href="#">#1032</a>	\$1.03
6/10/20	Balance (Dublin Science and Engineering - Summer Physics - 2020-2021)	<a href="#">#1031</a>	\$1.03