### UC San Diego

**STUDENT FINANCIAL SOLUTIONS** 

# Navigating Your Student's Account

To access the TritonPay Payment Portal you must first become an authorized payer.

To become an authorized payer have your student visit <u>tritonpay.ucsd.edu</u> and click "**Student Login**".

Note: For a step-by-step tutorial on how to become an authorized payer, <u>watch this video</u>.



### Once logged in, have your student click on "My Account"



Next, your student will need to click on "Send a payer invitation" and fill out your information.

An email from <u>no-reply-sfs@ucsd.edu</u> will be sent to you with a temporary password and a link to login and set a permanent one.

Tri	itonPay	ТВ
8	My Account	
â	Overview	
	Activity Details	Torrey Bearington University of California San Diego
	Auto Pay	Basic information
	Payment Plans	Name Torrey Bearington
	Make a Payment	Payment methods
	Transactions	
	Statements	1 (*****1234)
	Help	Add asyment method
	Sign Out	Payers Do you know concerner that would like to help you pay? Invite them to have access to your account O Send a saver invitation
		SMS notifications
		Simue
		2001100
		Privacy & terms
		Use of personal information View
		Agreements
		eSignature disclosure View

Once you become an authorized payer you can login to the TritonPay Payment Portal by visiting <u>tritonpay.ucsd.edu</u> and clicking on **"Authorized Payer Login"** 

You may also view statements from prior to August 2023 by clicking: **"Past Statements (Payer Login)"** 

#### **Billing & Payment**

Last Updated: July 18, 2023 11:47:37 AM PDT

Access TritonPay to manage your student bill and find links to billing and payment resources for UC San Diego students.

#### Students

- <u>Student Login</u>: Access TritonPay to view and pay your bill.
- Past Statements (Student Login): Login using your single sign-on to view and download E-Bill statements prior to August 2023.
- <u>1098-T Tax Form</u>: Consent to electronic delivery and view your 1098-T form.
- <u>Direct Deposit</u>: Receive your finanical aid refunds and over payments via direct deposit.

#### **Authorized Payers**

- <u>Authorized Payer Login</u>: Access TritonPay to view and pay your student's bill.
- Past Statements (Payer Login): Login using your credentials for the older version of TritonPay to view and download E-Bill statements prior to August 2023.

Note: To view past statements, please login using your credentials for the older version of TritonPay.

### Navigating Your Student's Account Account Summary

From this page you can see your student's balance, make a payment, view activity details, billing statements, and access helpful links.



### Navigating Your Student's Account Activity Details

**TritonPay** 

My Accou
 My Accou
 Overview

( Activity

Auto Pay
Payment

🟥 Make a Pa

Statemen

(?) Help
 (→ Sign Out)

Activity Details

To see a line item breakdown click on the **Activity Details** tab. Here you can see current statement transactions, past due, unbilled transactions, and pending aid

		Current Term Charges & Payments						
	Transaction Date	Term (	Category	Description	Charges	Credits	Balance	Statement Date
nils	2023-05-31	S123 F	Reg	SUM SESS ICA ACTIVITY FEE	\$162.18	\$0.00	\$162.18	2023-06-01
	2023-05-31	S123 F	Reg	Sum Canyonview Facility Fee	\$11.00	\$0.00	\$11.00	2023-06-01
	2023-05-31	S123 F	Reg	Sum Ses RIMAC Facility Fee	\$47.50	\$0.00	\$47.50	2023-06-01
	2023-05-31	S123 F	Reg	Sum Ses University Center Fee	\$55.28	\$0.00	\$55.28	2023-06-01
	2023-05-31	S123 F	Reg	Summer Session Enrollment Fee	\$50.00	\$0.00	\$50.00	2023-06-0
6	2023-05-31	S123 F	Reg	Summer Session 1 Tuition	\$1,116.00	\$0.00	\$1,116.00	2023-06-0
	2023-06-30	S223 F	Reg	SUM SESS ICA ACTIVITY FEE	\$162.18	\$0.00	\$162.18	
nt	2023-06-30	S223 F	Reg	Sum Canyonview Facility Fee	\$11.00	\$0.00	\$11.00	
	2023-06-30	S223 F	Reg	Sum Ses RIMAC Facility Fee	\$47.50	\$0.00	\$47.50	
	2023-06-30	S223 F	Reg	Sum Ses University Center Fee	\$55.28	\$0.00	\$55.28	
	2023-06-30	S223 F	Reg	Summer Session 2 Tuition	\$1,116.00	\$0.00	\$1,116.00	
	Total Accourt	nt Balan	ice					\$1,441.9

â

### Navigating Your Student's Account Make a Payment

To pay your e-bill click on the **Make a Payment** tab. You can make payments in full, at summary balance level or partial payment.

<b>TritonPay</b>	Make a Payme	ent			
<ul> <li>My Account</li> <li>Overview</li> </ul>			Step 1 of 3: Pay amount		
() Activity Details			How much would you like to pay?		
💲 Auto Pay		Balance items			
🖺 Make a Payment		Check all 0 of 3 selected			
S Transactions		Description	Balance	Amount	
Statements		Past Due Balance	\$715.03	\$0.00	$\sim$
🕐 Help				Maximum \$715.03	
⊖ Sign Out		Rent	\$950.00	\$0.00	$\sim$
				Maximum \$950	
		Campus Purchases/Other	\$48.40	\$0.00 Maximum \$48.40	~
		Total balance Pay amount			713.43 \$0.00
		Remaining balance		\$1,	713.43
	* Indicates required field				0
	Payment 0 items				\$0
				Cancel	Checkout

### Navigating Your Student's Account Payment Options

## Select one of the following payment methods:

- E-Check
- Credit Card
- 529 Savings Plan
- International Payment



<b>Triton</b> Pay	Make a Payment	
Ny Account	Pay amount:	Step 2 of 3. Payment method ⊘-@-③
() Activity Details		How would you like to pay?
Auto Pay Payment Plans		Payment amount \$1,441.96 *Payment mathod
🖺 Make a Payment		* Payment method 1 (2345)
5 Transactions		There is a \$0.50 fee for e-check payments, excluding payment plan enrollment fees
Statements		New credit or debit card Three is a non-refundable 2.75% service fee for credit/debit card payments.
<ul> <li>? Help</li> <li>(→ Sign Out</li> </ul>		New bank account There is a \$0.50 fee for e-check payments, excluding payment plan envolment fees
		New 529 Savings Plan
		International payment
	Secure encrypted payment	Cancel Continue

### Navigating Your Student's Account E-Check

TritonPay

Make a Payment

### E-Check payments incur a \$0.50 transaction fee.

		,						
	My Account Overview	Payment method		Step 3 of 3: Review				
	Activity Details		Last step! Let'	s make sure we have your correct inform	ation.			
3	Auto Pay		* Email address					
٩	Payment Plans		torreybear@gmail.com					
<u>e</u>	Make a Payment		Summary		Change			
5	Transactions		Fall Tuition and Registrat	tion				
	Statements		Balance		\$1,441.96			
	Help		Subtotal Service fee Total		\$1,441.96 \$0.50 \$1,442.46			
J	Sign Out		Payment details		Change			
			Account holder name	Torrey Bearington				
			Account type	Checking				
			Bank account number	•••••2345				
			Saved payment method	1				
			This site is protected by reCAPTCH	A and the Google <u>Privacy Policy</u> and <u>Terms of Service</u> apply.				
		Secure encrypted payment			Can	cel	Pay s	\$1,442.46

### Navigating Your Student's Account Credit Card

TritonPay

Make a Payment

### Credit Card payments incur a 2.75% service fee.

My Ar	ccount	Pay amount		ayment method 2-3			
Over	view						
🕓 Activi	ty Details		How would y	ou like to pay?			
Auto	Pay		Payment amount				
💮 Paym	net Diese		\$1,441.96				
			* Payment method	Chang	<u>e</u>		
🖺 Make	a Payment		New credit or debit card				
🔝 Trans	actions		There is a non-refundable 2.75% service fee for creating	lit/debit card payments.			
State	ments			Em ໜ VISA			
🕐 Help			* Card number		1		
⊖ Sign (	Out				J		
	Sut		* Expiration date	* Security code 🕦			
			MM / YY				
			* Zip/Postal code				
			International cardholders may input "N/A"				
			Save card for future use				
		ि Secure encrypted payment			Cancel	Continue	
		El					

# Navigating Your Student's Account 529-Plan

TritonPay

Make a Payment

Most 529 Savings Plan providers charge a \$10 service fee.

Paper check payments are still accepted.

Please note: Not all 529 Plans are available for wire payments. If your plan is not listed, you may pay via paper check to the Cashiers Office

8	My Account	Pay amount	Step 2 of 3. Payment method				
۵	Overview						
0	Activity Details		How would you like to pay?				
3	Auto Pay		Payment amount				
	Payment Plans		\$1,441.96				
ŝ			* Payment method	<u>Change</u>			
			New 529 Savings Plan				
5	Transactions						
	Statements		Many 529 savings plans can be used to make payments on this website but not all 52				
Ø	Help		vendors and/or plans are currently supported. Your 529 vendor may also assess a set	rvice fee.			
			* 529 savings plan name				
Ģ	Sign Out		Select	•			
			* 529 savings plan account number				
			11 characters				
			529 service fee				
			\$0.00				
			This fee will be deducted from your 529 plan account in addition to the requested withdrawal amount				
			Save 529 savings plan for future use				
		Secure encrypted payment		$\subset$	Cancel	Continue	

### Navigating Your Student's Account International Payment

### Select which international payment method you would like to use.

While Flywire and Convera are available for all countries, alternative options may vary depending on country of origin.

ritonPay	Make a Payment				
S My Account	A Pay amount	Step 2 of 4: Payment method			
Overview					
C Activity Details		How would you like to p	bay?		
💲 Auto Pay		Payment amount			
Payment Plans		\$1,441.96			
🖞 Make a Payment		* Payment method	Change		
		International payment			
Transactions					
Statements		* What country are you paying from?			
) Help		China	•		
⊖ Sign Out		* International payment option			
_ sign out		Bank Transfer	CNY 10,554.51		
		UnionPay	CNY 10,877.07		
		Alipay	CNY 10,813.95		
		Flywire Rates will be shown after transferring to Flywire			
		Convera Rates will be shown after transferring to Convera			
	Secure encrypted payment			Cancel	Continue

### Navigating Your Student's Account Payment Plan

#### Enroll in the Triton Registration Installment Plan (T.R.I.P.) if you would like to split quarterly tuition and mandatory fees into three monthly installments.

Note: You must re-enroll in TRIP for each quarter and a \$40 fee is assessed for each enrollment. Additionally, TRIP only covers Tuition and Registration fees but it does not cover rent or other fees.

For a step-by-step tutorial on how to enroll in T.R.I.P., watch this video.



### Navigating Your Student's Account Payment Plan

When enrolling in T.R.I.P., you are given the option to set up auto-pay.

Payment methods accepted for auto-pay are e-check, credit card, and 529 plan. When making automatic 529 plans payments, you will only be charged the \$10 service fee once per quarter.

Disclaimer: To take full advantage of the three monthly installments, you must enroll in TRIP prior to the first billing due date. Failure to do so will reduce the monthly installments to two instead of three

Enrollment fee a	mount					
\$40						
Payment meth	bd					Change
My Visa (+++1111 There is a non-relu		ice fee for cro	d tridebit cr	ind paym	ents.	
	****** <b>*</b>	532		<b>C</b> 0	VISA	
	interest of	crite (191		<b>C</b> 0	VISA	



### Navigating Your Student's Account Auto Pay

If you are not enrolled in T.R.I.P. you can still sign up for automatic payments

To do so, either click on the Auto Pay tab or scroll down to the Auto Pay section of your Overview screen.

<b>Triton</b> Pay	Payment plans	View
My Account       Image: Constraint of the second secon	Need to enroll in a payment plan?         Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.         View payment plan options	
严 Make a Payment	Auto pay	View
Transactions		
Statements       Provide     Provide       Provide     Provide		
⊖ Sign Out	Manage auto pay Auto pay is an easy way to make sure your payments are made on time.	
	View auto pay options	

### Navigating Your Student's Account Resources



For helpful tutorials visit: <u>sfs.ucsd.edu/tritonpay/tutorials</u> For answers to frequently asked questions and how to articles visit: <u>support.ucsd.edu/students</u> and click on "Find Answers"