How to Make a Payment on MavLINK as Guest

University of Nebraska-Omaha

First, access the MavLINK website:

1. Go to [http://mavlink.unomaha.edu](http://mavlink.unomaha.edu) in your web browser

2. Input your Guest NU ID and Password; Then click SIGN IN

   ![MavLINK Login Form]

   a. If you do not know your Guest NUID, please ask the student to verify your credentials at:
      [http://trueyou.nebraska.edu](http://trueyou.nebraska.edu) select ‘guess access’
      
      i. Generally Guest ID’s are the student’s NUID plug G1, G2; i.e. 99999999G1

   b. If the student has not setup a Guest ID, then the student must follow the instructions here:
Once logged into MavLINK with the Guest ID:

3. Once logged in, click **Make a Payment**

4. The ‘Make a Payment’ screen shows balances by term

   **Make a Payment**

   **1. Specify Payment Amount**

   Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashier’s office or mailed in separately.

<table>
<thead>
<tr>
<th>What I Owe</th>
<th>Description</th>
<th>Term</th>
<th>Outstanding Charges</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNO</td>
<td>Fall 2013</td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNO</td>
<td>Spring 2014</td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>2.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Currency Used is US Dollar.**

   a. You may input the amount you wish to pay under the ‘Payment Amount’ column

      i. If you want to see how much the payment amounts total is before paying, click **calculate total**

      ii. If you want to pay for the entire balance, click **pay all charges**

5. Once you have confirmed the amounts in the Payment Amount column, click **make a payment**
6. A CashNET screen will appear to input your credit card information, fill in the blanks

<table>
<thead>
<tr>
<th>Credit Card Number</th>
<th>Expiration Month</th>
<th>Expiration Year</th>
<th>Cardholder Name</th>
<th>Address</th>
<th>City</th>
<th>State/Province/Region</th>
<th>Zip/Postal Code</th>
<th>Country</th>
<th>Email Address</th>
</tr>
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</table>

7. After confirming your information, click **Continue Checkout**

8. This will show a confirmation page, verify and confirm information (Name, Address, etc.):

9. After reconfirming your information, click **Submit Payment**

10. This will bring a receipt page, like the following:
a. An emailed copy will be sent to the email provided in Step 6.

b. You can print a receipt by clicking View Printable Receipt and then clicking Print Receipt at the very top-middle of the page.

c. You may email another copy by clicking Email Another Receipt, then enter the email in the prompt and click OK.