

# 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> in your web browser



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

A screenshot of the MavLINK website's login page. At the top left is the MavLINK logo. The main content area is divided into three columns. The left column, titled "Log In", contains a "NUID" input field with the value "12345678G1", a "Password" input field with masked characters, a "Log In" button, and a "Forgot Password" link. Below the login form is text recommending browsers: "Recommended Browsers: Chrome 19+ Internet Explorer 9+ Safari 5.1+ Firefox 18+". The middle column, titled "FYI", features a banner for the "2015 Spring Term" from "January 12 - May 8" with a photo of students. The right column, titled "Related Links", lists "Credentials" with sub-links for "Info", "NUID Lookup", and "Password Set"; and "Help" with sub-links for "e-Mail", "e-Ticket", "FAQ", and "Phone".

- a. If you do not know your Guest NUID, please ask the student to verify your credentials at: <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: <http://www.unomaha.edu/mavlink/pdf/guest-accounts.pdf>

Once logged into MavLINK with the Guest ID:

**Make a Payment**

3. Once logged in, click

The screenshot shows the MavLINK website interface. At the top is a dark navigation bar with the MavLINK logo and menu items: Home, Academics, Student Accounts, Financial Aid, and Profile. Below this is a 'Welcome' message and a 'Student Account' summary card. The 'Student Account' card shows a 'Balance Due \$0.00' and a red 'Make a Payment' button. A green arrow points from the 'Make a Payment' button in the top navigation bar to the 'Make a Payment' button in the 'Student Account' card.

a. Make sure pop-up blockers are turned off and/or add an exception for the website.

4. The 'Make a Payment' screen shows balances by term

The screenshot shows the 'Make a Payment' screen. At the top, there is a header with 'Make a Payment' and 'Rubens Borja'. Below this is a 'Campus' dropdown menu set to 'UNO' and a 'go to ...' dropdown menu. There are three buttons: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. The main heading is 'Make a Payment' followed by '1. Specify Payment Amount'. Below this is a paragraph: 'Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.' A table titled 'What I Owe' is shown with the following data:

Description	Term	Outstanding Charges	Payment Amount
UNO	Fall 2013	1.00	
UNO	Spring 2014	1.00	
<b>Total</b>		<b>2.00</b>	

Below the table are four buttons: 'zero out amounts', 'pay all charges', 'calculate total', and 'make a payment'. At the bottom, there is a 'Currency used is US Dollar.' and a 'CANCEL' button. A red box highlights the 'Payment Amount' column in the table, and a red arrow points from the 'make a payment' button to this column.

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



Webstore - Omaha - Home

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address  Enter the address where you receive the bill for this card.

City

State/Province/Region

Zip/Postal Code

Country

Email Address

We accept:

(You'll have a chance to review this order before it's final.)

[Continue Checkout](#)

a. Verify the information (Credit Card Number, Expiration, Name, Address, etc.)

7. After confirming your information, click [Continue Checkout](#)

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



Webstore - Omaha - Home

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

**Items Selected**

Account Balance (Pay by CrCard) (1138-Fall 2013)	\$1.00
Account Balance (Pay by CrCard) (1141-Spring 2014)	\$1.00
<b>Total Amount</b>	<b>\$2.00</b>

**Payment Information**

Credit Card Number:	XXXXXXXXXXXXXXXX1111
Expiration Date:	11/13
Cardholder Name:	John Doe
Address:	1234 Main Street
City:	Omaha
State/Province/Region:	NE
Zip/Postal Code:	68182
Country:	United States
Email Address:	john.doe@unl.edu

[Submit Payment](#)

9. After reconfirming your information, click [Submit Payment](#)

10. This will bring a receipt page, like the following:

Receipt Number: 1143526  
Customer: BORGE, RUBENIA OLASKA  
Current Date: 05/29/2014  
Business Date: 03/05/2014

Description	Amount
Account Balance (Pay by CrCard) (Term: 1138-Fall 2013)	\$1.00
Account Balance (Pay by CrCard) (Term: 1141-Spring 2014)	\$1.00

Payments Received	Amount
Gateway Visa XXXXXXXXXXXXXXXX1111 Authorization # TEST26	\$2.00

Thank you for the payment.

- Email Another Receipt
- View Printable Receipt

- An emailed copy will be sent to the email provided in Step 6.
- You can print a receipt by clicking **View Printable Receipt** and then clicking Print Receipt at the very top-middle of the page.
- You may email another copy by clicking **Email Another Receipt**, then enter the email in the prompt and click OK.

The page at https://commerce.cashnet.com says: ×

Please enter an email address to send this receipt to