


Online payment instructions are as follows:

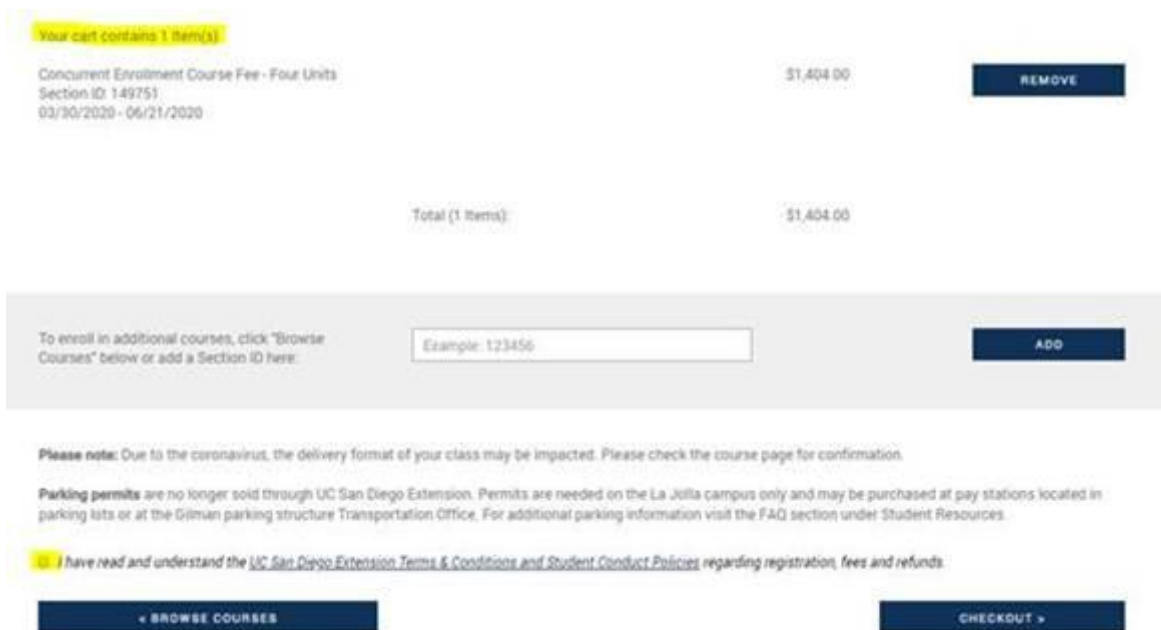
STEP 1: Log in to your [MyExtension](#) account.

STEP 2: Once logged in, click on the shopping cart icon  on the top right hand corner of the page (next to your name.)

STEP 3: Type the six-digit Section ID number you were provided with above on the highlighted field, and click the “ADD” button. Note: If you have multiple section IDs click “add” and it will create a new input field.



STEP 4: After you make sure the Section ID has been added to your cart, read the *UC San Diego Extension Terms & Conditions and Student Conduct Policies regarding registration, fees and refunds* at the bottom of the page. When you are done, check the box on the left, and click the “Check Out” button on the right.



STEP 5: On the next screen, review your order and click “Pay.” After, follow the prompts to complete your transaction.

You should receive a transaction number, confirming your payment was successful. You will not receive a payment confirmation email. Please remember that course(s) will not show on your My Extension portal until the 6th week of the quarter **and your professor will automatically be sent proof of your enrollment**