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 \( \text{🔍} \) 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.