TritonLink

Online E-Check Payments for Parents and/or Payers
Before making any payments please make sure your student has authorized you as a parent and/or payer on their TritonLink account by following the proceeding steps.
- Open up an Internet browser
- On the address bar type in the address: “www.ucsd.edu/”
Under “Current Students” go to the “My TritonLink” section of the menu
Click on the “Billing and Payments” item from the “Tools” section
Set up a parent and/or a payer using the “Authorize a parent/payer” link
Your student should enter their UCSD information and sign on.
They will enter the name and email address of the person to authorize as a parent and/or payer and click save.
At this point your student has now completed all the steps necessary to authorize you as a Parent and/or Payer on their TritonLink account.

Please wait for an email with details regarding your Parent and/or Payer authorization.
Once you receive the E-mail please read the provided information and click the “E-Bill Authorization”
Enter your desired user ID, password, and your student’s birthdate and hit submit to continue.
Click accept to agree with the provided terms and conditions
You will receive a confirmation E-mail providing your user name and other helpful links.
You can go to “parents.ucsd.edu” on an internet browser and click on “Finances Tab” to access your student’s account.
Under the “Finances Tab”, access your student’s account by “View and Pay Students Bill”
Click on the “View and pay your student’s bill” link to access your student’s account.

You can also use the “View/Pay Student Account” link from your confirmation E-mail.
Using either method will bring you to this log on screen.

Log on using the information that you had earlier entered during the setup of your account.
You have the options of viewing any of the previous statements or the most current account activity.
You also have the options of paying the total last statement or the total current balance.
Your **total last statement balance** includes any charges up to the date the statement was produced.

Your **total current balance** includes all activity currently on the account.
Whichever option you choose please click on the continue button to agree to the terms and conditions and proceed.

Thank you for using the E-Check payment option. You have requested a payment of your Total Charges Due of $147.82. An additional 50¢ service fee will be applied to this transaction, making your total payment $148.32. This is the total amount which will be deducted from your checking account.

Payment Processing: You will need your Bank’s ABA Routing Number and your checking account number. Both of these numbers can be found at the bottom of one of your checks or deposit slips.

If you plan on making regular payments through E-Check, you can create your Account Profile at E-Check Payment Tools. An Account Profile will store your account information for future payments. This will eliminate having to re-enter your payment information each time you use E-Check.

Note: As with a paper check, transactions returned due to insufficient funds will be subject to a $25.00 returned check fee. Transactions returned due to an incorrect account number will be subject to a $2.00 service fee.

For your protection inactive sessions will expire and will require you to re-enter your login.
Your earlier chosen payment option of account balance or last statement balance, the amount, and the method of payment using a new E-check or a previously stored E-check profile will be listed.
The top half of this screen gives examples of how the account and routing numbers can be listed on different checks.

Provide eCheck Information

Please enter your check information in the following fields and then click "Continue" button.

NOTE: All fields are required. Please be aware that only payments from checking accounts can be made online. Courtesy Checks issued by your Credit Card company, Mutual Funds, or Educational Funds cannot be processed.

Compare one of your checks to the examples below. Find the one that most closely resembles your check and identify your ROUTING NUMBER and ACCOUNT NUMBER.

- ROUTING NUMBER: 9 digits
- ACCOUNT NUMBER: 4 – 17 digits. It may display as:
  - A single set of numbers (examples 1 and 2) or
  - As two sets of numbers (example 3 – used by Bank of America)

Note: Do not include the CHECK NUMBER as part of the ACCOUNT NUMBER.

Not sure? Contact your bank or use your bank statement to verify your ACCOUNT NUMBER.
The bottom half contains all essential information to be filled in before continuing.

You also have the option of saving your information to a named profile of your choice for use at a later date.
Successful submission of your information brings you to this verification page.

Please make sure everything is correct and that you have read the information at the bottom of the page.

Click the “Confirm” button to submit your payment.
This screen will appear during the processing of your payment

Please be patient as the process may take up to 3 minutes but usually does not.
Upon successful submission of your payment, you will receive an on-screen receipt with a confirmation number.

In addition, you will also receive an E-Payment Notice E-mail verifying the amount, date, and confirmation number of your payment.
Congratulations!

- You have now completed an online E-Check payment. Thank you on behalf of University of California, San Diego and the staff from Student Business Services.

- Please feel free contact us at 858-822-4727 or through E-mail at StudentBusiness@ucsd.edu.