

Recharge Information

Interdepartmental Recharge Process

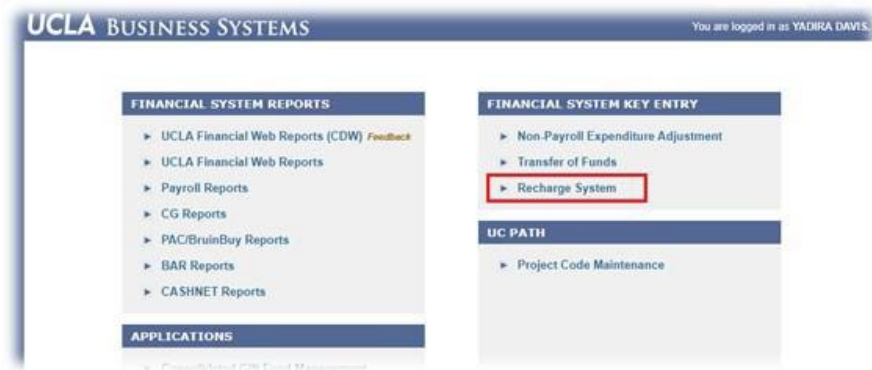
Beginning February 1st, 2023, we have transitioned to the University Recharge Order Request system as the standard method for completing the financial part of your service request.

Please have your finance team submit service requests via the Recharge System in the Online Financial System the recharge amount. If you are an internal Dean's Office subunit, you may use [AskDO Finance](#) to submit on your behalf.

UCLA Recharge Self-Service Portal: <https://fsw.ais.ucla.edu/recharge>

Please provide below information on the recharge submission:

- Course Title
- Course Code
- Explanation
 - For registration fee recharge: include registrant(s) name, email address(es), and registration type for each registrant (e.g. in-person, virtual, etc.).
 - For Accreditation fee: include the fee details as indicated in the MOU.



Recharge Process Timeframe

The interdepartmental recharge process may take up to 4 business days to finalize.

Please ensure to submit your initial recharge request at least 4 business days prior to the course start date. Registration will be pending finalization until the recharge process is complete. Once the recharge is done, our team will send the registration receipt to the learner directly.

Resources & Contact Info

Additional support: [Campus Recharge Guide](#)

-For questions regarding the system: [Internal Recharge](#)

-For questions regarding recharge requests and course registration:

Email: cpdfinance@mednet.ucla.edu (Please include "Recharge Inquiry – Course Title (Course Code)" in the subject)

Phone: (310) 794-2620