Paying your U-bill

Quick Reference Guide

Paying your U-bill

1. Access MyUNIverse via UNI home page:



2. Enter your CATID Username and Password. CatID SignOn

l Jsernames must be lowercase
Password:

3. Select the **Student Center** link on the *My Page* tab. View your **Account Summary** in the *Finances* section. Click the **make a payment** link.

My Account	Account Summary	
Account Inquiry Payment Profile	You owe 5,780.75.	
Financial Aid	Due Now 5,780.75	
View Financial Aid Accept/Decline Awards Report Other Financial Aid	** You have a past due balance of 5,760.75. **	
	Currency used is US Dollar.	

4. On the *Pay my U-bill tab*, review the Online Payment Information.

1005				
Name: Address:	260560 Rachel Jones 1930 Crabappl Waterloo, IA 50	e Ln 701-9322 USA		
Online Pay	ment Information			
Payment	Made		Posts to Account	Displays to Account
Before 5:00 p.m. CT, Monday-Friday (except holidays)		y-Friday (except	Same day, before Midnight	Next day
After 5:00 p Saturday, S	.m. CT, Monday-F Junday & holidays	iriday, anytime	Next business day, before 8:00 a.m.	Next business day, after 8.00 a.m.
 You (<u>fas</u>) The If you chain It is you 	cannot pay more ment information Minimum Amour u do not pay atle rged additional fe rged additional fe your responsibilit may be charged : Ha ** Enter all nur	than the Total Amour 2. Tota is for students sat the lainimum Amo es. y to mainiain sufficient a returned item fee if the ve your Bank Accourt mbers, including auto Rouin (Exet)	It Due online. If you'd like to pay more, yo on the <u>Deferred Payment Flan</u> ount Due by your <u>Due Date</u> , you may be pi Hunds in you bank account to complete funds are not available. Int and Routing Numbers available beforn zero's (0's) in the Account Number and <u>OTXODAC TWENTSCIPUT</u> 1938 is Number in Recomm	u'il need to make that payment by mail laced on <u>Restricted Enrollment</u> and I this electronic payment. You agree that e you continue. Routing Number fields.
1	otal Due:	\$5,780.75		
1	due Now:	\$5,780.75		
Amo				
Faire	unt to Pay:			
-	unt to Pay: Pay My	U-bill By Echeck		
Enter field.	ent to Pay: Pay My the am Click th Tot	u-bill By Echeck Dount you De Pay M r Xal Due:	u wish to pay in th y U-bill By Echeck \$5,780.75	e Amount to Pay c button.
Enter field.	ent to Pay: Pay My the am Click th Tot Du	u-bill By Echeck Ioount you ne Pay M r :al Due: e Now:	u wish to pay in th y U-bill By Echeck \$5,780.75 \$5,780.75	e Amount to Pay c button.

Pay My U-bill By Echeck

5.

Paying your U-bill (continued)

6. The *U-bill Payment* Confirmation displays. Have your checking or savings account and bank routing number ready. Click the **Pay by Echeck** button.

U-Bill Payment

Hank Name Bank Account Number AFIA Routing Number

Uark Issuel Type Horsonal Checking -



Click the **Submit** button at the bottom of the form.
 Submit Reset Form

What's this?

And 1. 11

9. The payment has been submitted. This final page displays your transaction number and may be printed for your records.

Your payment has been	successfully submitted.
Please print this page for your record the Transaction Numb	records. If you do not have access to a printer, er and Transaction Date.
Close this browser window Do NOT use the "Back" butto	when you are finished. on on this page as you could make a duplicate payment.
···· Attention ····	
If you process this payment after business on the following busin Monday evening after we update	5:00 p.m., the payment will not appear on your exill until after the close of ess day, (i.e. if paid on Friday at 5:00 p.m., the payment will appear on at 5:00 p.m.)
If you have any questions about ; UNL Office of Business Opera 103 Glichnist Cedar Falls, U5 50614-0008 319-273-2184	our bansaction please contact: tilons/Student.Accounts
Payment to: University	of Northern Iowa
University ID:	260560
Student Name:	Rachel M Jones
Payer's Name:	Rachel Jones
Payer's Address:	1930 Crabapple Lane Waterloo, IA 50701
Transaction Number:	EC25200021
Transaction Date:	7/21/2011
Purpose:	UNI ebill payment by eCheck
Amount:	\$100.00

Note: Do NOT use your browser's **Back** button to return to the previous page. This could result in a duplicate payment.

You will receive an email confirmation of payment and you may view this payment transaction in *Student Center*, **Account Inquiry**, on the **activity** tab once the payment has been posted.