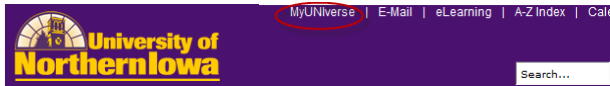


Viewing your U-bill

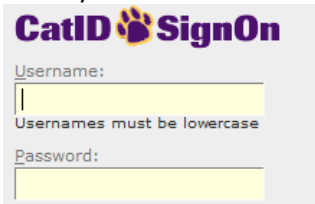
Quick Reference Guide

Viewing your U-bill

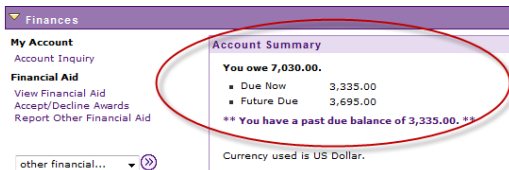
1. Access *MyUNiverse* via UNI home page:



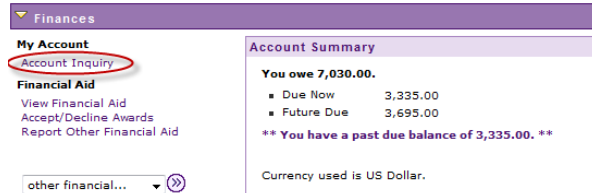
2. Enter your CATID Username and Password.



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



4. In the *Finances* section, under My Account, click the **Account Inquiry** link.



5. The **summary** tab displays total due by term.



Account Summary

You owe 7,030.00. For the breakdown, access [Charges](#)

- Due Now 3,335.00
- Future Due 3,695.00

** You have a past due balance of 3,335.00. **

Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
FALL 2009	3,335.00		3,335.00
FALL 2011	3,695.00		3,695.00
Total	7,030.00		7,030.00

Currency used is US Dollar.

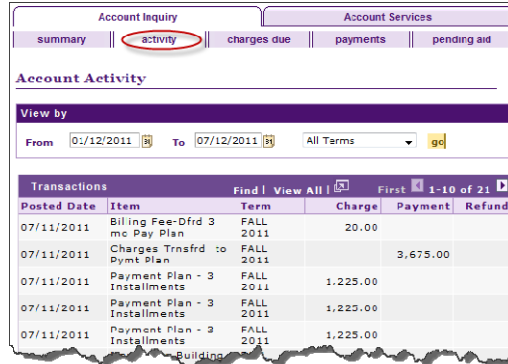
Remittance Addresses

University of Northern Iowa

Send Payment to:
Student Accounts
Gilchrist 103
Cedar Falls, IA 50614-0008
Black Hawk
United States

Viewing your U-bill (continued)

6. The **activity** tab shows all transactions, and when they posted, for the account.



7. The **charges due** tab displays details by due date and charge. In the *Invoices Due* section, at the bottom, click the **View U-Bill** link.



Charges Due

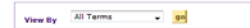
Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

Due Date	Due Amount	Running Total
09/04/2009	7.00	7.00
01/09/2010	3,328.00	3,335.00
08/21/2011	1,245.00	4,580.00
09/21/2011	1,225.00	5,805.00
10/21/2011	1,225.00	7,030.00

Currency used is US Dollar.

Details by Due Date

Currency used is US Dollar.



Details by Charge

Currency used is US Dollar.

Invoice Date	Invoice Number	Invoice Amount	Due Date	View U-Bill
07/10/2011	UNI000002220STONTRILL	3675.00	07/11/2011	View U-Bill

Result: The U-bill displays as a PDF and may be printed from this view.

Click the **U-bill** icon to view a sample U-bill.

