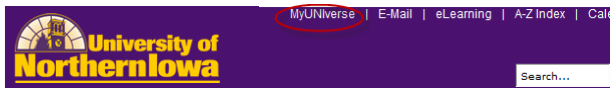


Paying your U-bill

Quick Reference Guide

Paying your U-bill

1. Access *MyUNiverse* via UNI home page:



2. Enter your CATID Username and Password.

3. Select the **Student Center** tab. Click **Go to my Student Center**. View your **Account Summary** in the **Finances** section. Click the **make a payment** link.

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

5. Enter the amount you wish to pay in the **Amount to Pay** field. Click the **Pay My U-bill By Echeck** button.

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

7. Complete the **E-Check Payment** form.

8. Click the **Submit** button at the bottom of the form.



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

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.