

# Quick Reference Guide

## Paying & Viewing Your U-Bill

### In MyUNiverse

#### PAY YOUR U-BILL

- 1) Open browser and go to the UNI home page: [www.uni.edu](http://www.uni.edu)
- 2) Select MyUNiverse on the UNI home page



- 3) Enter your CATID Username and Password. If this is the first time you have accessed this site, follow the directions on the screen.

#### CatID Login

Username:

Password:

Forgot your password or a new user?

For security reasons, close your browser when you are done accessing services that require authentication.

- If you can't access this site, call the Computer Consulting Center at (319) 273-5555 option 1 or go to the Curris Business Building Room 27 for assistance.

- 4) Select "Pay my U-bill" from the My Personal Records tab.
  - This link shows all charges and credits posted after U-bills are created on the evening of the 10<sup>th</sup> of each month.

#### My Personal Records

- [Plan of Study](#)
- [Financial Aid Award Notification](#)
- [Certificate Viewer](#)
- [Create Parent/Third Party Accounts](#)
- [Last E-bill created \(requires Adobe Acrobat\)](#)
- [Activity since last E-bill \(current balance\) and prior history](#)
- [Pay my E-bill](#)
- [Annual Fringe Benefit Statement - 2005](#)
- [Update my personal information](#)
- [Personal reports archive](#) - Effective 01/01/2005 Current Vacation Sick Direct Deposit statements will be accessed through MEMFIS.

- This will display the "Activity since last Bill" screen. There are 3 buttons at the bottom of the screen.
  - a. "View Past Billing"
  - b. "Pay My U-bill"
  - c. "Print In PDF"

**Activity Since Last Bill** Help

UID: Today's Date: 11/27/2007 04:57:56PM

Name: Last Updated Date: 11/27/2007 02:16:07AM

Address: Last Bill Date: 11/10/2007

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Last Bill Total Due:	82.84	Past Due Min:	0.00
New Total Due:	110.32	Last Bill Min Due:	82.84
		New Min Due:	82.84

  

Date	AR Code	Description	Amount
11/13/2007	95001	PREXY'S MARKET PLA 11/06-11/12	5.10
11/13/2007	95009	PREXY'S MARKET PLA 11/06-11/12	6.89
11/13/2007	99486	HPELS AEROBIC CLASS FEE	10.00
11/20/2007	95001	PREXY'S MARKET PLA 11/13-11/19	5.49

- 5) Click the "Pay My U-bill" button, to pay U-bill by electronic payment. Have your bank account number and routing numbers in front of you. *Follow the instructions carefully on each screen.*
  - This payment is **not reflected immediately** on the U-bill. It is a two business day process. If you do not enter the numbers correctly and the payment is returned as unpaid, you will be assessed a Returned Check Fee. If you have questions, call 319-273-2164.
- 6) Select one of the following Payment Amount to Pay (see below)
  1. Total amount Due
  2. Minimum Amount Due
  3. Other

Have your Bank Account and Routing Numbers available before you continue.

\*\* Enter all numbers, including any zero's (0's) in the Account Number and Routing Number fields. \*\*

Routing Number:  Bank Account Number:

Indicate Payment Amount to Pay

Total Amount Due: 110.32

Minimum Amount Due: 82.84

Other:

- 7) Click the "Pay My U-Bill" button and follow instructions on screen.
- 8) Click the "Pay My U-Bill by E-Check" button.
  1. Complete the required fields.
  2. Enter the Security Code.
  3. Click the Submit button.
  4. Once you have received confirmation of your payment, close your browser. This completes the transaction.

**Make an EBill Payment: Confirm**

UID: Today's Date: 11/27/2007 03:09:36PM

Name: Address:

Have your checking or savings account and routing numbers available before you go to the next step.

\*\* Make sure your account number is accurate to avoid returned check fees. \*\*

Confirm your Payment Amount: \$110.32

#### VIEW U-BILL PAST BILLING

- 1) After login, click the "View Past Billing" button and three choices will display:
  - View Past Billing Activity: *this allows the choice of a date range to view.*
  - View ALL Past Billing Activity: *this shows all activity (past and current).*
  - Return to Start: *return to Pay My U-bill link.*

**Search Billing History** Today's Date: 11/28/2007 10:20:20AM

UID: Name:

Address:

Search BEGIN Date:

Search END Date:

- 2) Logoff when finished.