

Paying Your Bill with Foreign Currency

NOTE: A Foreign Currency payment is a 'pending' payment and does not apply to your University of Nebraska – Lincoln student account until all of the following steps are completed.

Step 1: Login

Students – Login to MyRED. Click on the blue “Pay Bill” link.

Parents/Others – Login to the [UNL E-Payment System](#). (If you do not have Authorized Payor access, please contact your student.)

Step 2: Make a Payment - Select “Make a payment” at bottom right of Overview screen. Enter the dollar amount you would like to pay in US dollars in the Amount field and click “Continue”. Your payment cannot exceed the current student account balance (which will be displayed on the page).

UNIVERSITY OF
Nebraska
Lincoln

Overview

HERBIE HUSKER

HERBIE HUSKER
University of Nebraska - Lincoln (Training)

Balance
\$3,444.45

Summary

Payment on Student Account	\$3,444.45
Balance	\$3,444.45

Make a payment

UNIVERSITY OF
Nebraska
Lincoln

Make a Payment

HERBIE HUSKER

Pay amount

How much would you like to pay?

Payment on Student Account

Amount
\$500.00

Maximum \$3,444.45

Balance \$3,444.45

Payment
Remaining balance

\$500.00
\$2,944.45

Cancel Continue

Step 3: Select Payment Type - Select the third option from the dropdown “Foreign currency” and click “Continue”. At this point, the Payor will be redirected to the Western Union Business Solutions (WUBS) site to complete their payment per Step 4 below.

The screenshot displays the 'Make a Payment' page for the University of Nebraska Lincoln. The user is identified as HERBIE HUSKER. The page title is 'Make a Payment'. The main heading is 'How would you like to pay?'. The payment amount is \$3,444.45. The 'Payment method' dropdown menu is open, showing three options: 'New credit or debit card', 'New bank account', and 'Foreign currency'. A red arrow points to the 'Foreign currency' option. At the bottom right, there are 'Cancel' and 'Continue' buttons, with a red arrow pointing to the 'Continue' button. The page also includes a 'Secure encrypted payment' indicator and a navigation sidebar with options like 'Overview', 'Make a Payment', 'Payments', and 'Sign Out'.

Step 4: Complete the Foreign Currency Information - You will be redirected to the WUBS site to complete your payment. WUBS facilitates UNL’s foreign currency student payments. To complete the Foreign Currency payment, the payor will need to:

- Select a Country and agree to amount being paid
- Select payment method
- Agree to prepopulated student information which was forward to WUBS by UNL
- Provide information about the payor
- Review the instructions on how to complete the payment to WUBS

Step 5: Submit Payment - Verify the information entered. A copy of the receipt with the “Payment Instructions” attached will also be emailed to the address you provided.

Step 6: Deliver Instructions to Your Bank - Deliver the “Payment Instructions” to your bank within 72 hours. The quoted exchange rate is only valid for that time frame. Your foreign bank will transfer funds via WUBS to the University of Nebraska –Lincoln.

Step 7: Payment Posts to Student Account upon Final Settlement - Once the payment is received via WUBS, the payment will post to your student account and can be seen on MyRED. Until this settlement, the payment is only PENDING and will not be seen on MyRED.

CAUTION: A new transaction must be initiated in the UNL E-Payment System each time payment is made. Never use payment instructions from a previous transaction when making payment by foreign currency. Each payment is unique and needs to be properly identified or it will be delayed and possibly applied incorrectly.