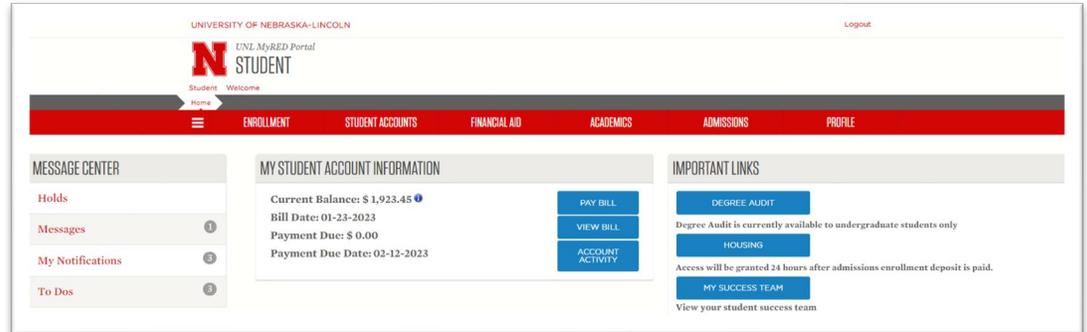


Guide to Paying Your Bill Online

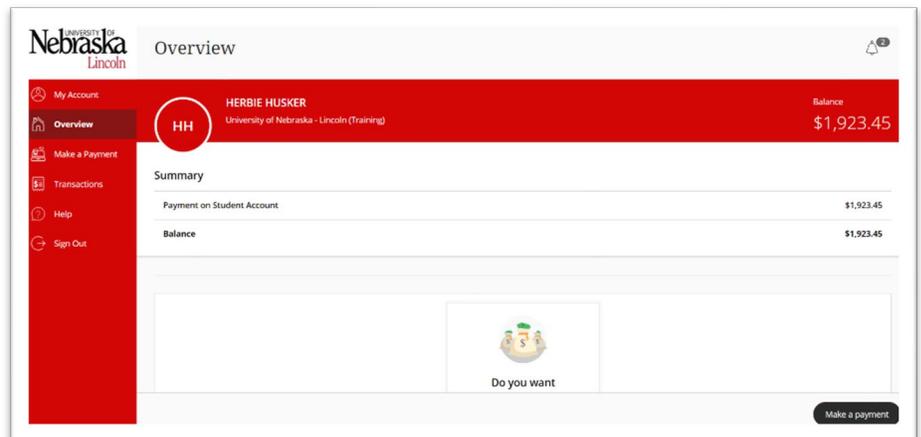
Step 1: Login to MyRED – Go to myred.unl.edu and enter your login information.

Step 2: MyRED Portal Home Page – From this page, you can view the amount currently due. Click on the blue 'Pay Bill' link. Be sure your browser settings allow pop-ups from this website.

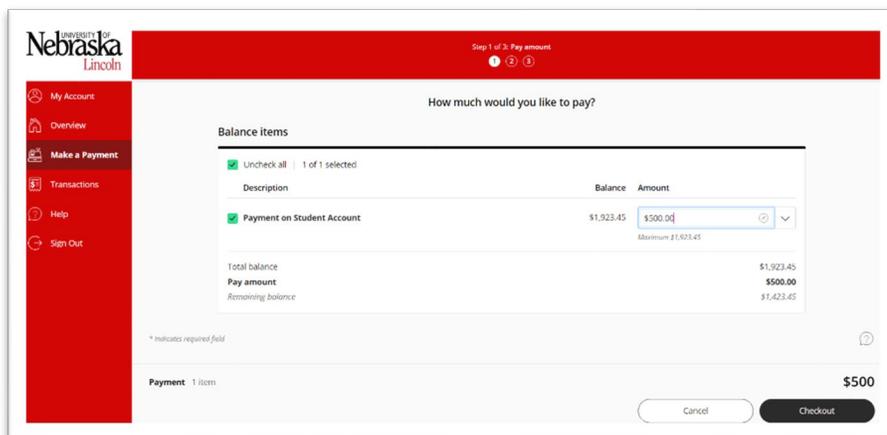


Step 3: UNL E-Payment System – A new window will open for the UNL E-Payment System.

Please Note: The amount shown as the 'Balance' is the current total balance on your student account and may include new, unbilled activity. It may differ from the 'Payment Due' figure seen on the MyRED home page (see above). Payment of only the "Payment Due" figure is necessary to keep the account current. **You may change the amount of your payment in Step 4.**



Select "Make a payment".



Step 4: Enter Amount of Payment – Enter the amount you would like to pay in the Amount box.

Please Note: Payment is only allowed if there is a positive balance on the account.

Select 'Checkout'.

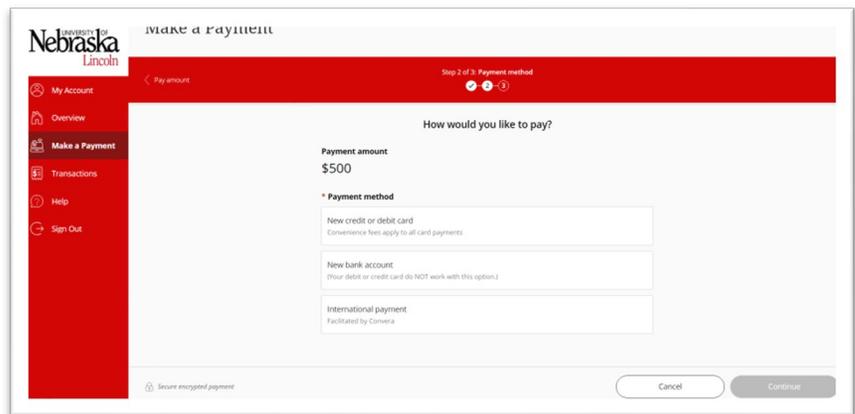
Step 5: Choose Payment Method -

Choose your method of payment.

Enter details of payment method (see below). Select 'Continue'.

See separate document 'Paying Your Bill with Foreign Currency' for details on the 'International payment' option.

Step 6: Submit Payment – Review payment details and select 'Continue' to complete the payment.

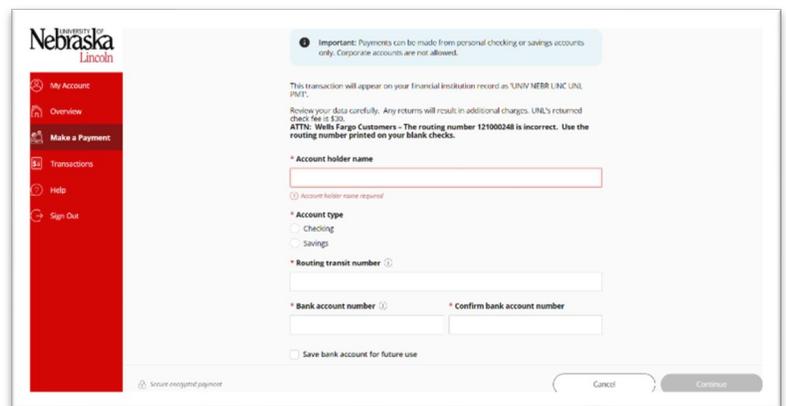
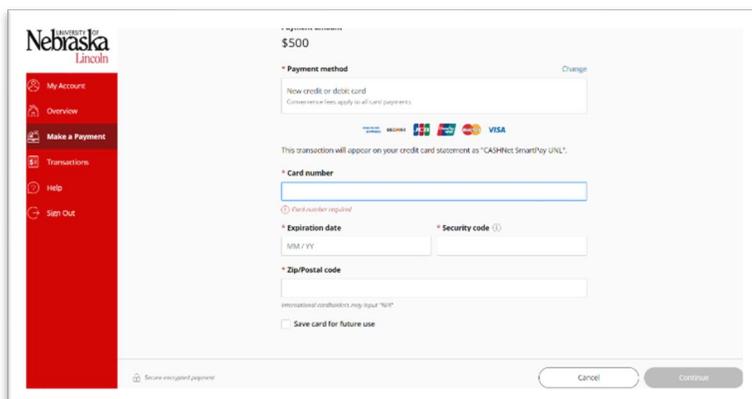
A screenshot of the University of Nebraska-Lincoln's online payment interface. The page title is 'Make a Payment' and it is 'Step 2 of 3: Payment method'. The payment amount is \$500. The 'Payment method' section has three options: 'New credit or debit card' (with a note that convenience fees apply to all card payments), 'New bank account' (with a note that debit or credit cards do not work with this option), and 'International payment' (facilitated by Convera). There are 'Cancel' and 'Continue' buttons at the bottom right.

Bank Account (online check) Form:

BE VERY CAREFUL WHEN ENTERING INFORMATION. Inaccurate information will result in a \$30 return check fee.

CAUTION: Do NOT enter your debit card or credit card number on the Bank Account Form. Neither is the bank account number needed to make this type of payment.

Save your payment information for future use by checking the box 'Save bank account for future use' and entering a nickname for the payment method in the field provided.

A screenshot of the 'Bank Account (online check) Form'. It includes an important note: 'Important: Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.' Below this, it states: 'This transaction will appear on your Financial Institution record as "UNIV NEBR LINCOLN PVT".' A warning says: 'Review your data carefully. Any returns will result in additional charges. UNL's returned check fee is \$30. ATTN: Wells Fargo Customers - The routing number 121000248 is incorrect. Use the routing number printed on your bank checks.' The form fields include: 'Account holder name', 'Account holder name required', 'Account type' (with radio buttons for 'Checking' and 'Savings'), 'Routing transit number', 'Bank account number', and 'Confirm bank account number'. There is a checkbox for 'Save bank account for future use' and 'Cancel'/'Continue' buttons at the bottom.A screenshot of the 'Credit or Debit Card Form'. The payment amount is \$500. The 'Payment method' is 'New credit or debit card'. It lists logos for Discover, American Express, Mastercard, and Visa. A note says: 'This transaction will appear on your credit card statement as "CASHNet SmartPay UNL".' The form fields include: 'Card number', 'Expiration date', 'Security code', and 'Zip/Postal code'. There is a checkbox for 'Save card for future use' and 'Cancel'/'Continue' buttons at the bottom.

Credit or Debit Card Form:

A convenience fee is charged on all card payments. Cards are ONLY accepted online.

Save your payment information for future use by checking the box 'Save care for future use' and entering a nickname for the payment method in the field provided.