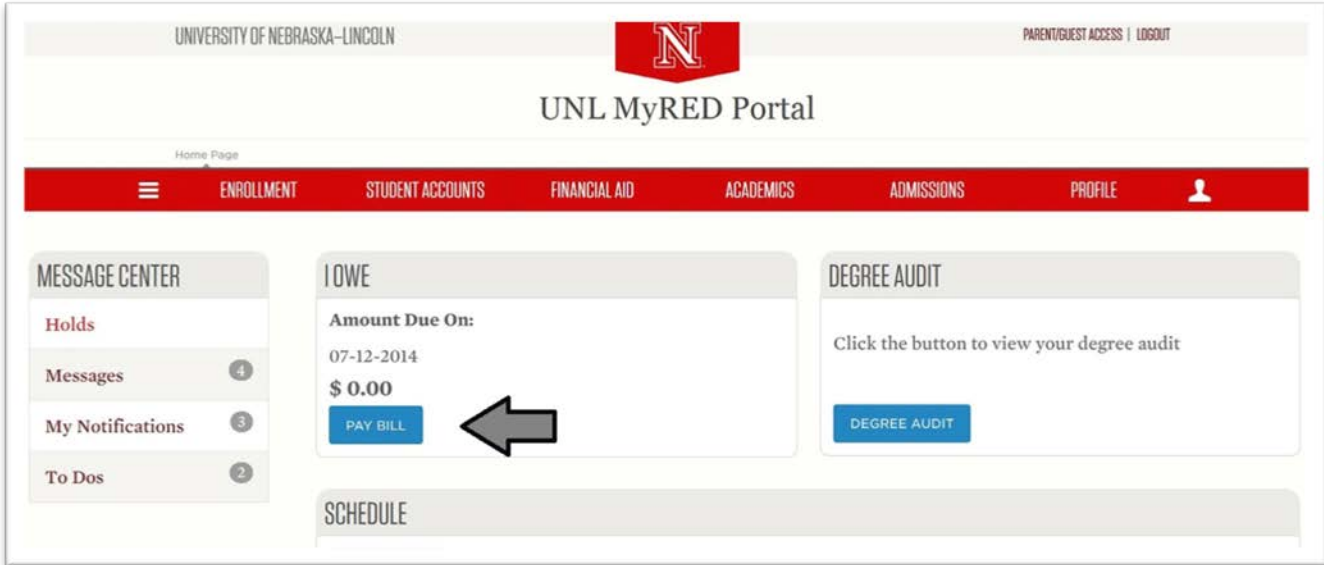


# Quick Guide to Paying Your Bill Online

**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.



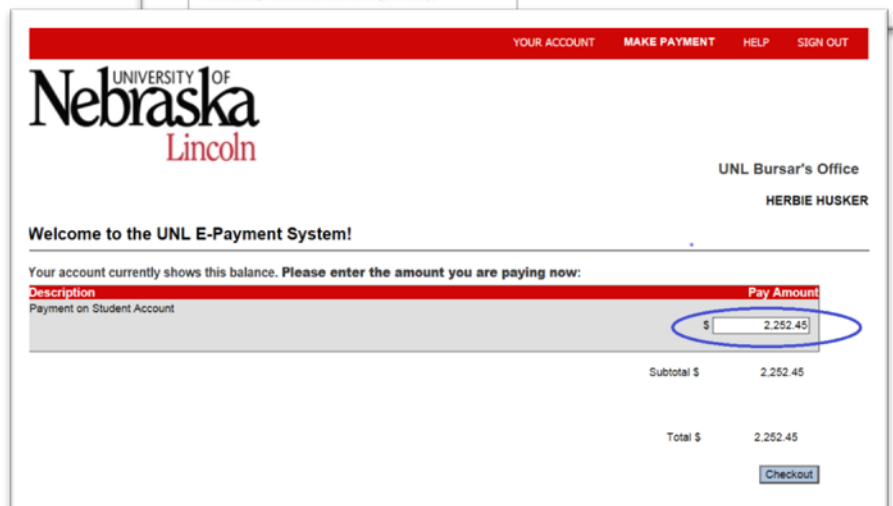
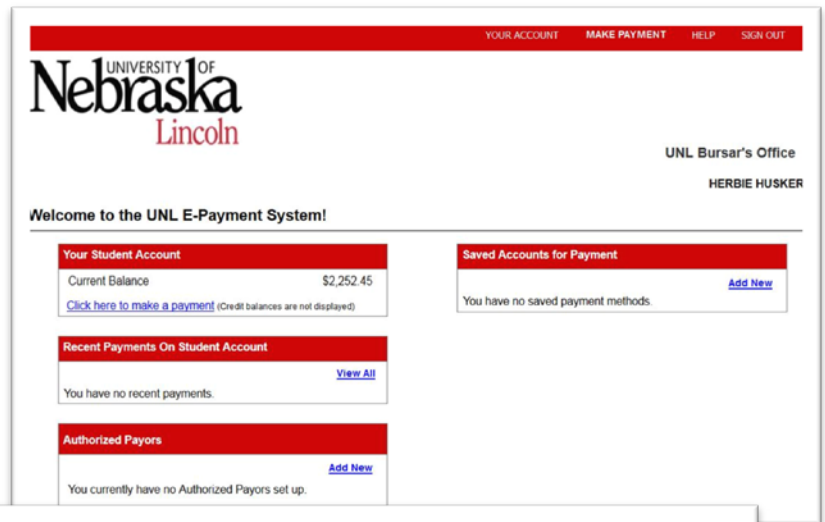
**Step 3: UNL E-Payment System** – A new window will open for the UNL E-Payment System.

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

Select “Click here to make a payment”.

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

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



**Step 5: Choose Payment Method** - Choose your method of payment.

**Step 6: Submit Payment** – Complete the form for the payment method selected. See separate document “Paying Your Bill with Foreign Currency” for further details on this option.

**Electronic Check Form:**

BE VERY CAREFUL WHEN ENTERING INFORMATION. Inaccurate information will result in a \$30.00 return check fee.

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

Save your payment information for future use by entering a name for the payment method at the bottom of the screen.

**Credit Card Form:**

A 2.75% convenience fee is charged on all credit card payments. Credit cards are ONLY accepted online.

Save your payment information for future use by entering a name for the payment method at the bottom of the screen.