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 link on the My Page tab. 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.

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6. The U-bill Payment Confirmation displays. Have your checking or savings account and bank routing number ready. Click the Pay by Echeck button.

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.