

# SETUP A PAYMENT IN MYUI

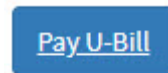
## Step 1: Login to MyUI

1. In your browser, navigate to <https://myui.uiowa.edu>
2. Login with your HawkID and password



## Step 2: Access your U-Bill

1. Locate the UBill tile in the Student Information section of the MyUI home page
2. Locate the U-Bill Summary section on the left side of the U-Bill page then select the "Pay U-Bill" button.



## Step 3: Enter Payment Information

**Payment Method** – If ACH Deduct is selected, you will select or add your bank account in the next section of the form. If you select the option to pay by Credit Card, you will see a disclosure of the fee you will incur from the University's third-party credit card processor.

**Bank Account** – This section is displayed only if ACH Deduct is the selected payment method.

**Payment Frequency** – You may setup a one-time payment or recurring payments. This section is displayed only if ACH Deduct is the selected payment method.

**Payment Date** – Payments may be scheduled for the current date or a future date if your selected payment method is ACH Deduct. Credit card payments cannot be scheduled for a future date.

**Payment Type** – This section is for specifying the amount you want to pay, either a predefined amount or a Flat Amount where you enter the amount you wish to pay.

Select the "Submit – Confirmation Page" button

Fill out the form below to create a payment

**Payment Method**

ACH Deduct  
 Credit Card

**Bank Account**

Test Student Account ▼  
[Add/Delete Bank Account Information](#)

**Payment Frequency**

One-time Payment  
 Recurring Payment

**Payment Date(s) (mm/dd/yyyy)**

Payment Date

The payment date can be today or a date greater than today if you don't want this agreement to start until a future date.

**Payment Type [definitions](#)**

\* Minimum Payment Due (As of Today: \$0.00)  
 \* Total Balance Due (As of Today: \$0.00)  
 \* Current Balance (As of Today: \$0.00)  
 Flat Amount \$

[Submit - Confirmation Page](#)

## Step 4: Review & Authorize Payment

Payment Details are displayed for your review on the confirmation page. Confirm the payment details and finalize payment by selecting the "Complete Payment Authorization" button.

