Using the UNMC Accounts Receivable e-payment site

When you have contracted services with a UNMC Core Facility you will receive an invoice from the Accounts Receivable department at UNMC requesting payment. Your invoice will have a total and an attached detailed billing statement to provide documentation of your charges.

To use the e-payment system to pay for your services follow the steps below.

1. Locate the e-payment site at the top of your invoice. You will need the invoice and customer numbers from the invoice to process your payment.

2. Log into the E-payment URL.

3. Fill in the Customer name and number provided on your invoice.
4. Select the invoice corresponding to your invoice number from the drop-down menu.

5. Complete the remaining name, email and pay amount fields.

6. Click Submit. This will take you to the payment screen.

7. Select a payment method. Any surcharges will be calculated for you at this time and displayed above.

8. Complete the payment information.

9. Submit.
10. Select “Make Another Payment” if you have more than one invoice to pay.

11. If you have questions or difficulties with the e-payment system contact:

Linda Wilkie, Office of the Vice Chancellor for Research
402-559-7649 or email lwilkie@unmc.edu

Or

UNMC Accounts Receivable
402-559-5828 or email accountsreceivable@unmc.edu