




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.

 <p>UNIVERSITY OF NEBRASKA MEDICAL CENTER</p> <p>Accounts Receivable 985045 Nebraska Medical Center Omaha, NE 68198-5045 E-payment URL: https://net.unmc.edu/ebill/ebill.php?btype=i * Surcharge applied on credit card transactions</p> <p>Bill To: Your Company Name Here</p>	<p>INVOICE</p> <p>Invoice: 0090000011 Invoice Date: 07/19/2012 Customer No: 686811 Payment Terms: NET 30 Due Date: 08/18/2012 Reference: 5-311107</p>
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2. Log into the E-payment URL.



The screenshot shows the 'eBilling' portal for the University of Nebraska Medical Center. The page title is 'Accounts Receivable Payment'. A warning message states: '2.75% A surcharge fee will be added to the total if choosing to pay by credit card. Choose the eCheck payment option to avoid the fee.' The form contains the following fields and information:

- customer name: ABC University
- customer number: 643041
- Maximum total payment/transaction is \$15,000.
- select invoice: dropdown menu with value 0760000016
- amount billed: \$600.00
- amount due: \$600.00
- first name: Linda
- last name: Wilkie
- email address: lwilkie@unmc.edu
- pay amount: (empty field)
- Submit button

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.

UNMC Online Payments

A surcharge fee of \$16.5 will be added to your bill if you choose to pay using a credit card. Choose the eCheck payment option to avoid the fee. By clicking a button below you hereby confirm your acceptance of payment method. All payment choices are recorded for review.

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

UNMC Online Payments

Choose a way to pay

Order summary

Total (USD): 616.50

Pay with credit or debit card

Card Number

Expiration Date /

CSC
What is this?

Billing Address

First name

Last name

Country

Billing address

City

State

ZIP

Phone Number

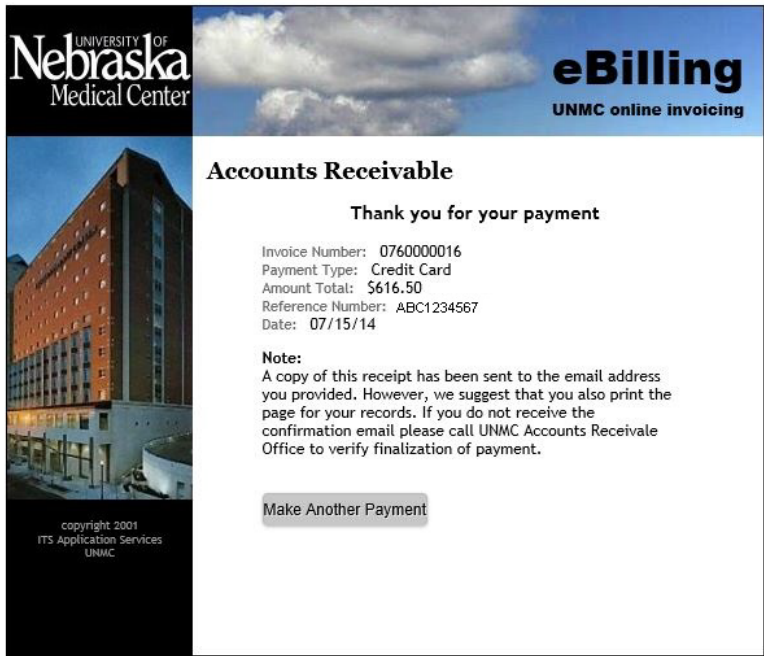
Email Address

Shipping address

Same as billing address
 Enter a different address

First Name (optional)

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