

# Making a Payment Online

## 1. Log into Webcat\*

\*Contact the IT Helpdesk for assistance with your log in, or if you have forgotten your password (603-862-4242)

## 2. Under the Billing tab, select View Your Account/Pay Bill

The screenshot shows the University of New Hampshire Webcat System interface. At the top left is the UNH logo and the text "University of New Hampshire". To the right are "Sign Out" and "Help" buttons. Below this is a search bar with the text "Find a page...". A navigation menu includes "Home", "Admissions", "Personal Information", "Registration", "Student Records", "WebTailor Administration", "Financial Aid", "Billing", and "Parent Portal". The "Billing" tab is active, showing a dropdown menu with "View your account/Pay Bill" and "Request Refund". A welcome message reads "Welcome to the University of New Hampshire WEBCAT System!".

## 3. Click "Make One-time Payment to UNH/Setup Monthly Payment Plan"

[Make One-time Payment to UNH / Setup Monthly Payment Plan](#)

[Request Direct Deposit Refund to Student](#)

## 4. On the left-hand side, choose "View/Pay Accounts"

## 5. Click "Make a Payment"

The screenshot shows the "Student Account Activity Details" page. At the top right is a green "Make a Payment" button. Below this is a section for "Current Activity" with a dollar sign icon. It shows "Current Activity Details" and "Current Balance: \$7,010.00". A red arrow points from the "Make a Payment" button to the "Current Activity" section. Below this is a "Current Activity" tab. At the bottom, there is a timestamp: "This information is accurate up to Thu, Sep 30, 2021 at 1:24:14 PM, EDT" and "Current Balance: \$7,010.00". A "Print" button is visible in the bottom right corner. A "Pending Items" section is partially visible at the bottom.

## Payment Amount

6. Select the correct term
  7. Input your desired payment amount
  8. Select your payment method\*
- \*Credit card payments carry an additional 2.85% fee. There are no fees for ECheck payments.

Account:	Student Account Activity
Current Balance:	\$7,010.00
Select the term you are paying for:	Fall 2021
Payment Amount*:	
Total Amount:	0.00
Payment Method*:	Select One...

**Continue** **Cancel**

9. Input or confirm your payment information.  
The email address will be used to send a copy of your receipt and confirmation number.

10. If this is the first time you are using a new payment method, you have the option to save it for future use.

To save your account information for future use, enter a profile name and click the checkbox.

**Profile Information** ⓘ

Profile Name:   Save Profile

**Continue** **Cancel**

### Important Notes:

- Payments made online will be visible on the student account immediately.
- ECheck payments may take a few days to be withdrawn from your bank account.
- Please call our office at 603-862-2230 or email [student.accounts@unh.edu](mailto:student.accounts@unh.edu) if you need assistance.