1. After signing in to “MyMBU” student will launch the “Access” portion of their portal

2. Select “My Bill”
Bottom right hand corner will say “amount to pay”. If you wish to pay this full amount, select “Pay Online”.

If you wish to pay a different amount, you MUST change the amount to what they want to pay before clicking “Pay Online”.

Ex: Box shows $1000.00, but you wish to pay $50.00. Change the box to $50.00, then click “Pay Online”.

The next screen will say “when making your payment, please use the PAY WITHOUT REGISTERING option.

*The ONLY time a student needs to register is if they want to set up AUTOMATIC payments. Student must remember their user ID and password to shut off the automatic payments once their bill is paid.

MBU will NOT have the capability of accessing the account to turn off the automatic payments.

3. Input payment information and submit the payment.