

## Paying Your Bill with Foreign Currency

*NOTE: A Foreign Currency payment is a 'pending' payment and does not apply to your University of Nebraska–Kearney student account until all of the following steps are completed.*

### Step 1 Login to MyBLUE

Login to MyBLUE at <http://myblue.nebraska.edu/>

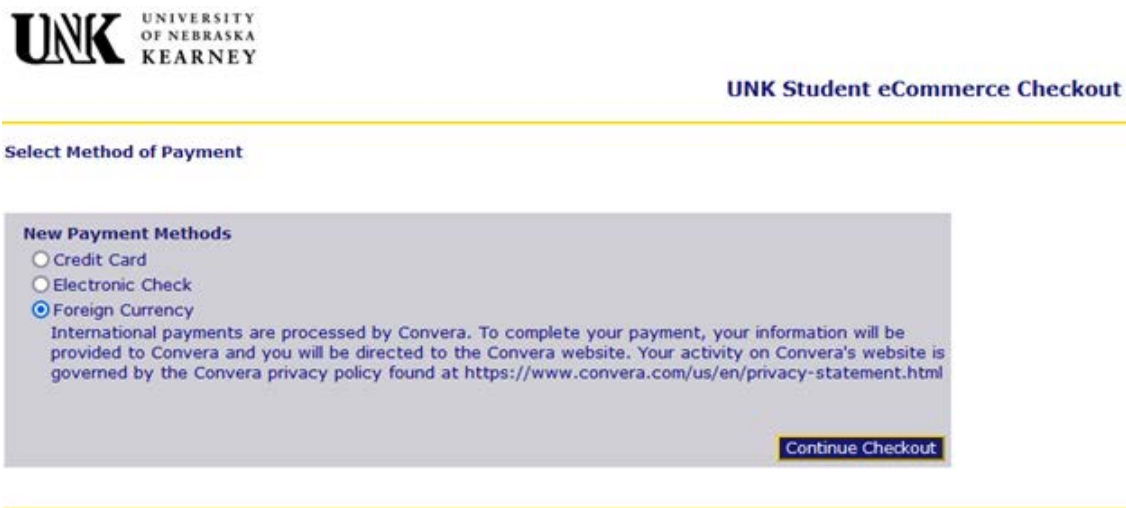
Click “Student Accounts” and then “Make a Payment”.

### Step 2 Make a Payment

Enter the dollar amount you would like to pay in US dollars in the Payment Amount field, and then click on the “make a payment” link. Your payment cannot exceed the current student account balance (which will be displayed on the page). Be sure your browser settings allow pop-ups from the MyBLUE website.

### Step 3 Select Payment Type

Select the third option - Foreign Currency. Read statement, click “Continue Checkout”.



The screenshot shows the UNK Student eCommerce Checkout page. At the top left is the UNK University of Nebraska Kearney logo. At the top right is the text "UNK Student eCommerce Checkout". Below this is a yellow horizontal line. Underneath the line is the heading "Select Method of Payment". A grey box contains the "New Payment Methods" section with three radio button options: "Credit Card", "Electronic Check", and "Foreign Currency". The "Foreign Currency" option is selected. Below the options is a paragraph of text: "International payments are processed by Convera. To complete your payment, your information will be provided to Convera and you will be directed to the Convera website. Your activity on Convera's website is governed by the Convera privacy policy found at <https://www.convera.com/us/en/privacy-statement.html>". At the bottom right of the grey box is a "Continue Checkout" button. A yellow horizontal line is at the bottom of the screenshot.

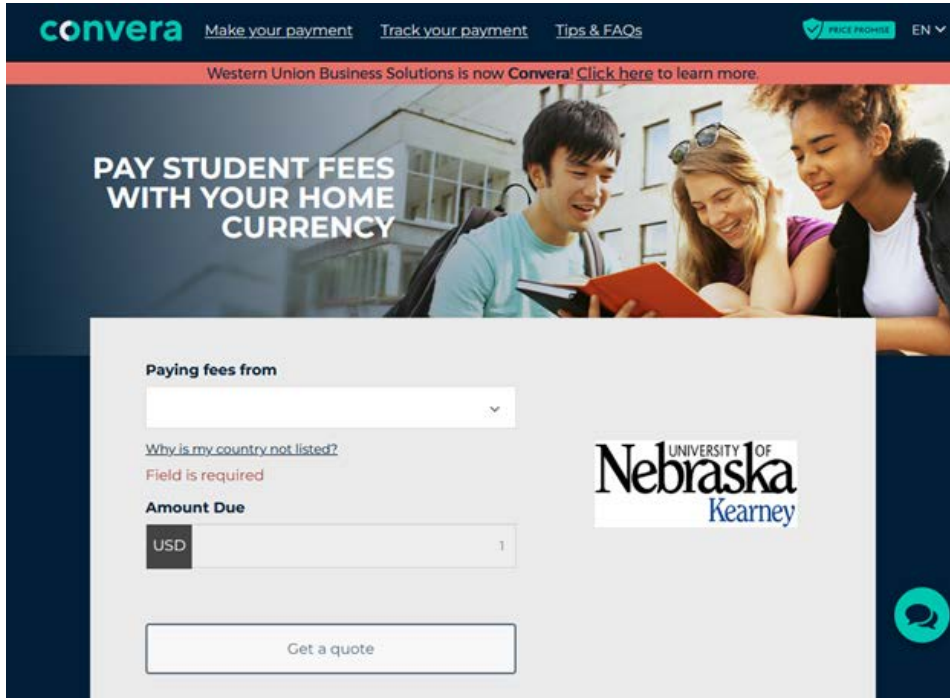
### Step 4 Complete Payment in Convera

Customer will be directed to the Convera site to complete the payment, as shown in the next section.

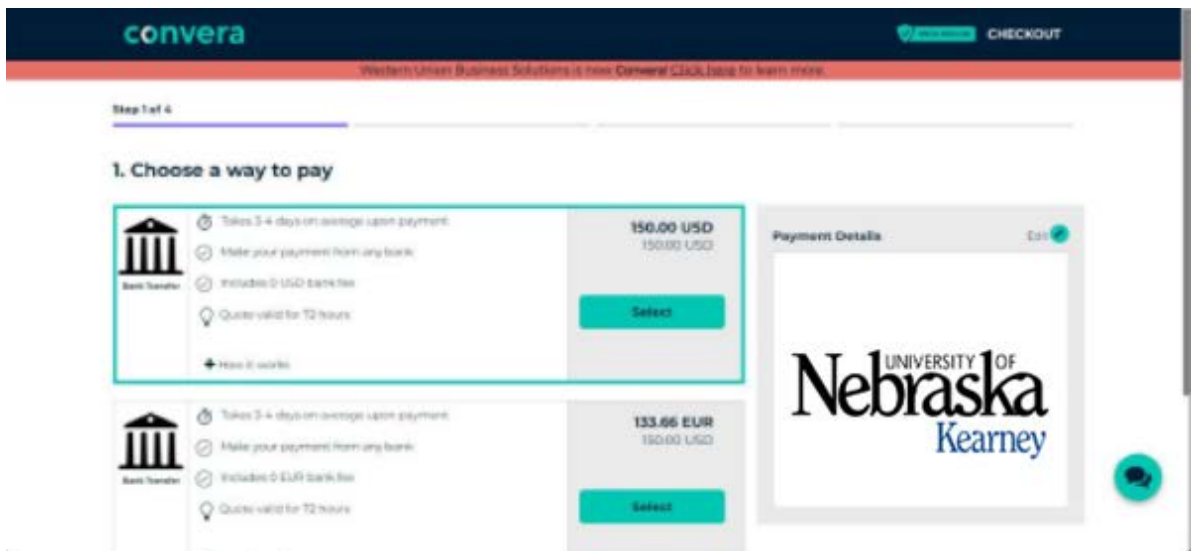
# Convera Customer Experience

To complete the payment in Convera:

1. Select the Country and enter the amount to be paid.



2. Select the Payment Method.



3. Verify the student's and payment Details.

This is to identify the correct student details

ID # \*

FERR5355B

First Name \*

Ferris

Student Last Name \*

Bunler

Street Address \*

450 Country Club Drive

City \*

Long Beach

State/Province \*

CA

Payment Details

UNIVERSITY OF  
**Nebraska**  
Kearney

Contact will receive 150.00 USD

You are paying 150.00 USD

4. Click **Next**.
5. Select **Student** or **Someone else** or the person making the payment.
  - a) If selecting **Student**, skip to step 6.
  - b) If selecting **Someone else**:
    - i) Choose what your relationship is to the student.
    - ii) Enter the payer's personal details.
    - iii) Enter the payer's billing address.
    - iv) Enter the payer's Bank Details.

**We require this information to process your payment**

Who will be making this payment?

Student	<input type="radio"/>
Someone else	<input checked="" type="radio"/>

What is your relationship to the student?

Family	<input type="radio"/>
Agent	<input type="radio"/>
Organization	<input type="radio"/>
Sponsor	<input type="radio"/>

**Payer's personal details**

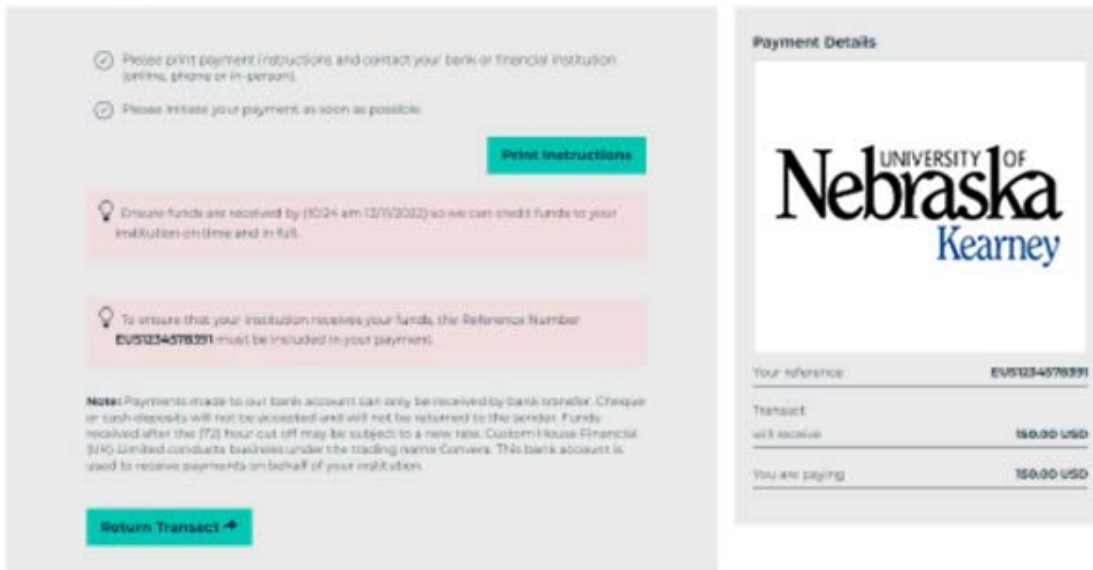
Payer name

Payer's email address \*

This is to send confirmation of this payment

**Payer's billing address**

6. Agree to the Terms of Use, choose whether to receive emails from Convera, and then click **Proceed to payment**.
7. Review the instructions on how to send money to Convera.  
**Note:** At this point, the customer will stay on the Convera screen and not be passed back to the Transact Payments system. This will give customers as much time as they need to read the wire instructions and print the screen if they wish.



**Note:** Customer can click "Return Transact" to complete the process.

Deliver the "Payment Instructions" to your bank within 72 hours. The quoted exchange rate is only valid for that time frame. Your foreign bank will transfer funds via Convera to the University of Nebraska - Kearney.

You cannot use the "Payment Instructions" from a previous payment to make a current payment. You must go online and get a new quote each time you want to make a payment.

Once the payment is received via Convera, the payment will post to your student account and can be seen on MyBLUE. Until this settlement, the payment is only PENDING and will not be seen on MyBLUE.