

You need your UNM NET ID and password. Use your **UNM NETID** you had before retirement. If you do not have one or have forgotten your UNM NetID, please visit the CIRT website (<http://netid.unm.edu>). If you need help to get a NET ID, there is contact information noted on the webpage or phone 277-8130

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## STEP ONE Learn & navigate the my.unm website

- Go to the UNM home page <http://www.unm.edu/>
- Click on **MY.UNM** (top of list on the left side of the screen)
- Log In using your NET ID and password (Careful to use the exact lower or upper case)
- You will see grey file folder tabs
  1. Retired Faculty...click on Faculty Life tab (if two Faculty Life tabs..click on the tab farthest to the right)
  2. Retired Staff .... Click on Employee Life tab
- Now you see  **LoboWeb** in the center of the page ..... click on THE LOGO

## STEP TWO Set-up your method of payment

- Now you should see [Make Payments, View Bill, Setup eRefunds, Installment Plans, etc.](#) (or something similar) Click on that sentence
- Now you see a rectangle UNM Account Suite, click on that button. This will take you out of my.unm and into the cashier website, it takes a moment or two to load.
- You will see a grey menu bar located directly under **UNM**.
- Click on **PAYMENTS**
- Two options (black bar) will drop directly below
- Click on **AUTOMATIC BILL PAYMENT**
- Click [Payment Profile](#) You will tell the system the method of payment to use to pay the bill
- Use the drop down arrow to choose bank account or credit card
  - BANK ACCOUNT USERS:**
    - ACCOUNT NICKNAME: Choose a name you will recognize. Like BOA Checking (Bank of America Checking)
    - ACCOUNT TYPE: Use the down arrow to choose checking or savings
    - ROUTING NUMBER: this is the group of numbers on the bottom of your checks FURTHEST to the left
    - ACCOUNT NUMBER: the group of numbers in the center
    - Name, Address....
    - REFUND OPTION check box. This is a good idea, if for any reason you are a due a refund, it will be directly deposited into the same bank account
    - CLICK SAVE
  - CREDIT CARD USERS:**
    - CARD NUMBER: Enter all of the 16 digits
    - ACCOUNT NICKNAME: choose a name you will recognize. Like BOA VISA (Bank of America Visa)
    - Name, expiration date, card type (choose), address, city, state and zip
    - CLICK SAVE

## STEP THREE Set-up the actual automatic bill payment (tell the system what to pay and when)

- Click on **PAYMENTS**
  - Click on **AUTOMATIC BILL PAYMENT**
  - Click on **SET UP AUTOMATIC PAYMENT** block
  - Using the down arrow choose the payment method (you just set it up)
  - Maximum Payment Amount: The amount of your charges (or more just in case) The system will not pay this Max amount, it will only pay the balance due up to that amount. If you set this for the exact amount and the charges are 1 cent higher...it will not pay anything. I recommend rounding it up to the nearest \$5.00.  
for example: \$41.27 entered as \$45.00
  - Payment should be made for 5 days before bill is due. The due date changes each month, but never earlier than the 8<sup>th</sup> of the month. Example: set as 5 days before due on the 8<sup>th</sup> the balance would be withdrawn on the 3<sup>rd</sup>.
  - The longest time period is one (1) year.
  - YOU WILL NOW SEE YOUR CONFIRMATION PAGE
- \*\*Good Idea! Print this out to keep with your NET ID & password for future use.

**CONGRATULATIONS!**