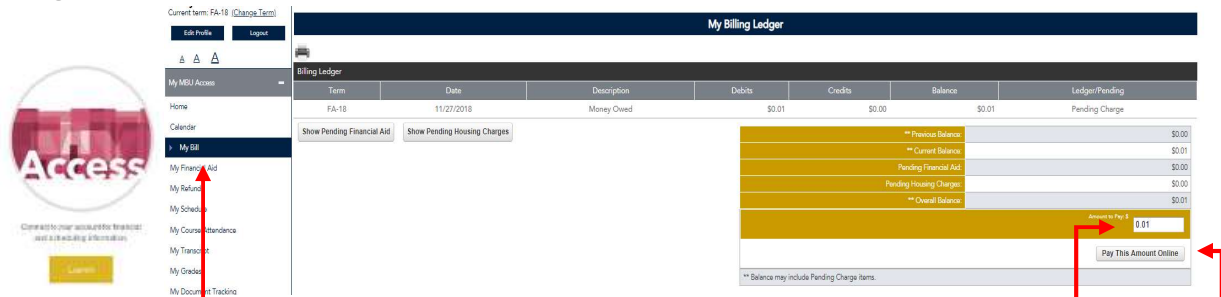


ONLINE PAYMENT INSTRUCTIONS

1. Go to www.mobap.edu
2. Click on the top right of the screen “MyMBU”



3. After signing into “myMBU” select the “Access” portion of the portal. You will need to log in again using your student ID and password.

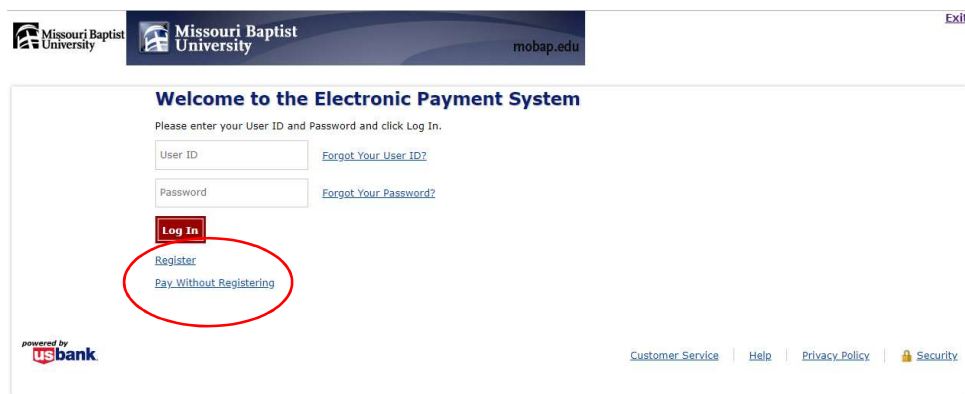


4. Go to “My Bill”
 - a. Once here, type in dollar amount box, the amount you wish to pay towards your bill.
 - b. Then click the button below the box “Pay This Amount Online.”

5. The screen below will show up, click the “Make Payment” button to continue.



6. Next you will come to a Log In Screen. Ignore the log in and choose one of the options below which are “Register” or “Pay Without Registering.”
 - a. If you are setting up automatic payments, choose “Register.”



7. Once you have selected “Register” or “Pay Without Registering,” fill out the needed information and follow the prompts to submit the payment.

****Students are responsible for remembering their user ID and password, and are responsible for shutting off auto-pay once their bill has been paid in full.**