

Dear Incoming University of Oregon Student:

Welcome! We look forward to working with you to ensure that your transition to college is as smooth as possible. Below is important billing and payment information for your student billing account. Congratulations on your enrollment at the University of Oregon.

Important electronic billing (ebill) information:

The University uses an electronic billing process to bill students for charges incurred. Tuition payments are due at the beginning of each term; room and board is billed monthly or can be paid in full at the beginning of each term. Your student bill will include most charges incurred on campus; however, U of O Bookstore purchases cannot be charged to your student account. Financial aid, university scholarships, and outside scholarships are applied directly to the student's account to reduce the balance owed. As a student, you will receive a monthly email notification sent to your official university email address when the bill is available. The subject line will say "University of Oregon Account Billing Statement". Please add our email address to your email address book to ensure receipt of our billing notifications. To access your bill you will login to Duckweb using your UO ID Number and personal access code (PAC), then select "QuikPAY® Student Account" from the Student Menu.

Once you have your UO ID and PAC number, you can access your UO email by activating your Duck ID at: <https://account.uoregon.edu/login.jsp>. Duck ID provides access to email, wireless, modems and Blackboard. When logging in for the first time, use your UO ID number as your username and your PAC number as your password.

Under the Family Educational Rights and Privacy Act (FERPA), a student's financial records are confidential. In order for the university to discuss a student billing account with a third party, such as a parent, grandparent, or guardian, you must establish them as an Authorized Payer in QuikPAY®, our online billing site. If you have not already done so, please take the time to review the following information about QuikPAY®, which includes steps to establish Authorized Payers. Authorized Payers will receive the same email notification that students receive, and can access the bill by clicking on the link provided in the email. Students and Authorized Payers are able to view the ebill and make payments online, or print the ebill and mail the bottom portion with the payment.

To set up an Authorized Payer: Login to Duckweb using your UO ID number and PAC → Select Student Menu → Click on "QuikPAY® Student Account" → Click on "QuikPAY® Electronic Billing/Payment" at the bottom of the page. Select "Authorized Payers" from the list of options on the left → Click on the "Add New" button. Enter the Authorized Payer's name, email address, a login name and a *temporary* password (login name and password are case sensitive and must include at least 6 characters)→ Click on the "Add" button. (You may have up to 5 Authorized

Payers on your student account.) The person you have authorized will receive an email notifying them that they are authorized, and it will include the login name only; you must provide them with their temporary password. Upon the Authorized Payer's first login, s/he will be required to change to a permanent password. The URL for Authorized Payers to access the *QuikPAY*® website is <https://quikpayasp.com/uoregon/studentAccount/authorized.do>.

Payment options & methods:

On each electronic billing statement you will have the option of paying the statement balance, total due or minimum due (three monthly installments). If you select the minimum due method, interest and billing charges will be assessed against the unpaid balance. Payments apply to interest and billing charges first, then to the oldest charges on the account. Room and Board charges are assessed in three monthly installments each term, and do not accrue interest if paid by the 10th of each month. Payments may be made by the following methods:

- Electronic payments can be made online by a student or an Authorized Payer on *QuikPAY*® from a checking or savings account drawn on a bank in the United States
- Mail payment with bottom portion of the printed ebilling statement to: UO Cashier's Office, PO Box 3237, Eugene, OR 97403-0237
- Pay in person at our Cashier's Office located in Oregon Hall
- Place payment in the yellow drop boxes inside and outside of Oregon Hall

For more information on student accounts please visit our website at: <http://baowww.uoregon.edu/studentervices.htm>

Student Billing Department
PO Box 3237
Eugene, OR 97403-0237
(541) 346-3170
stubills@uoregon.edu