

QuikPAY® Authorized Payer User Guide

| | |
|------------------------------|------------------|
| Logging into QuikPAY® | Page 2 |
| Message Board | Page 2 |
| Payment Profiles | Page 3 |
| Authorize Payers | Page 4 |
| User Preferences | Page 4 |
| View Accounts | Page 5-6 |
| Make Payment | Page 7-10 |
| Scheduled Payments | Page 10 |
| Payment History | Page 11 |

You can use the QuikPAY® system from any Macintosh or PC running Microsoft Internet Explorer 5.0 or newer, or Netscape Navigator 6.0 or newer.

Logging into QuikPAY®

Welcome to **QuikPAY®**, an electronic billing and payment system that will allow students and authorized third parties to view and print tuition bills, and make payments online.

Once authorized by the student, an automated email notification will be sent informing you that you have been established as an authorized payer. This email will include your login name. Initially, the student will provide you with a temporary password that you will be prompted to change when you first login to the site.

When you are first given access and each time a new billing statement is available you will receive an email notification with instructions and a link to access the **QuikPAY®** website.

If you encounter difficulties logging in or can't remember your password please contact the student that established you as an authorized payer. The student will need to verify that access has been established or they may need to go into **QuikPAY®** and reset your password. Once the student has reset the password you will receive an automated email notification with the new password from **QuikPAY®**.

Message Board

UNIVERSITY OF OREGON

Message Board

Please confirm your email address. In the event that you lose your password, your student can request that the system send a temporary password to your primary email address.

By ensuring that you have selected a secure and secret password and have confirmed your email address, you can safely use all of the features of this site, including storing payment profiles online, with confidence that you are the only person who will have access to the information.

[QuikPAY\(R\) Student User Guide](#)

News

For additional information contact:

University of Oregon
Student Billing Department
PO Box 3237
Eugene, OR 97403
<http://baowww.uoregon.edu/studentsservices.htm>
(541) 346-3170

This is the first **QuikPAY®** screen. Important information from the University of Oregon will be posted to this page, so please check it regularly.

Change Password

To change your current password, please provide the appropriate data in the fields below. Click the "Save" button to save your changes

Old Password:

New Password:

Confirm Password:

NOTE: Password must be at least six(6) characters long and can only use letters and digits.

Please note that the temporary password must be changed when you first login.

Payment Profiles

From the list of options on the left select "Payment Profiles".

To set up a profile for Student Accounts select "Add eCheck Profile".

Please note that at this time debit and credit cards can be used for Campus Cash only. For more information on Campus Cash visit <https://millrace.uoregon.edu/ccash/about.cfm>

To set up a profile for Campus Cash Click on "Add Credit Card Profile" or "Add eCheck Profile".

| Edit | Delete | Profile Name | Account |
|------|--------|---------------|--------------------|
| | | John Q Public | DISCOVER *****4321 |
| | | John Public | CHECKING *****1111 |
| | | JohnPublic | CHECKING *****1111 |
| | | test | CHECKING *****1111 |
| | | test1 | CHECKING *****1111 |

Payment profiles allow you to quickly and easily make payments without entering financial information each time.

Please provide your information in the fields below and click on the "Add" button.

Add eCheck Profile

Please enter your check information in the following fields, then click "Add" button.
NOTE: All fields are required.

For help, please click on the question mark next to a field.

Profile Information
Profile Name:

Account Information
Holder's Name:
Account Type:
Routing Number: [help \(popup\)](#)
Account Number: [help \(popup\)](#)

Address Information
Address 1:
(optional) Address 2:
City:

For U.S. Address
State:
Zip:

For International Address
Region / Province:
Postal Code:

Country:

Contact Information
Daytime Phone:
e.g. (555) 555-1212x123 OR +31 42 123 4567

User Preferences

User Preferences

To be notified of your statements via email, please enter a primary and secondary email address. Click the appropriate check boxes to select your desired level of notification.

Email Addresses

Primary:

Secondary:

Notification

Email me when a bill arrives. (ALT+1)

Email me a copy of my payment confirmation. (ALT+2)

This page will allow you to enter a secondary email address and receive notifications to both email addresses. You may also use the check boxes to request payment confirmation.

View Accounts

The monthly E-bill is a web-based presentation of the student bill. It represents a snapshot in time of the monthly bill. In addition, you will be able to view the student's account activity added since the current billing statement.

- **Account Activity Added Since Current Billing Statement:**

This page reflects the charges, payments and financial aid applied to the account since the current billing statement.

From the first screen you can select current statement, statement history, make payments or schedule payments. To access these options use the pull down menu next to "Account Actions" located on the top right side of the screen.

Account activity added since Current Billing Statement

To access Current Billing Statement click on the "GO" button next to Current Statement.

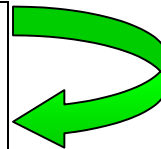
Account: Student Account Account Actions:

This information is accurate up to Fri, Jun 10, 2005 at 9:40:31 AM, PDT

Current Balance: 3,848.48

Activities Since Current Statement

| Ref. Number | Posting Date | Term | Description | Charges | Credit Payment |
|-------------------------|--------------|--------|------------------------|---------|----------------|
| Account Activity | | | | | |
| 954 | 20-Dec-2004 | Fall | Application Fee | 50.00 | |
| 921 | 06-May-2004 | Spring | Refund to Parent | | -500.00 |
| 922 | 06-May-2004 | Spring | Refund to Parent | | -4,000.00 |
| 924 | 11-May-2004 | Spring | Refund to Parent | | -2,000.00 |
| 960 | 08-Apr-2005 | Fall | A/R Interest | 9.22 | |
| 981 | 08-Apr-2005 | Fall | A/R Billing Charge | 6.00 | |
| 800 | 25-Aug-2003 | Summer | Short Term Loan Issue | 500.00 | |
| 936 | 10-Sep-2004 | Fall | Miscellaneous Receipts | 1.00 | |



- Current Billing Statement:**
 To pay by mail print the current statement by clicking on the Adobe PDF icon and mail your check with the bottom portion of the bill.

Current Billing Statement

Below is your current statement.

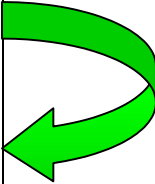
- To view your statement history, please select "Statement History" from the dropdown list.
- To make a payment, please select "Make Payment" from the dropdown list.

Account: **Student Account** Account Actions:

Account Name: John Q Public
 Account Number: 950-00-4865 

Minimum Due: 0.00 Billing Period: From 14-Mar-2003 To 25-Apr-2005 Payment Due Date: 01-May-2005
 Total Due: 325.44
 Statement Balance: 652.22 Grace Period 10 days

| Ref. Number | Posting Date | Term | Description | Charges | Credit Payment |
|-------------------------|--------------|--------|--------------------------|----------|----------------|
| Current Activity | | | | | |
| 954 | 20-Dec-2004 | Fall | Application Fee | 50.00 | |
| 922 | 06-May-2004 | Spring | Refund to Parent | | -4,000.00 |
| 921 | 06-May-2004 | Spring | Refund to Parent | | -500.00 |
| 924 | 11-May-2004 | Spring | Refund to Parent | | -2,000.00 |
| 761 | 13-Apr-2003 | Spring | Chemistry Locker Charges | 24.07 | |
| 766 | 13-Apr-2003 | Spring | Chemistry Locker Charges | 24.07 | |
| 769 | 13-Apr-2003 | Spring | Chemistry Locker Charges | 24.07 | |
| 770 | 13-Apr-2003 | Spring | Chemistry Locker Charges | 24.07 | |
| 765 | 13-Apr-2003 | Spring | Chemistry Locker Charges | 41.39 | |
| 768 | 13-Apr-2003 | Spring | Chemistry Locker Charges | 41.39 | |
| 771 | 13-Apr-2003 | Spring | Chemistry Locker Charges | 41.39 | |
| 762 | 13-Apr-2003 | Spring | Chemistry Locker Charges | 74.07 | |
| 763 | 13-Apr-2003 | Spring | Chemistry Locker Charges | 74.07 | |
| 764 | 13-Apr-2003 | Spring | Chemistry Locker Charges | 74.07 | |
| 767 | 13-Apr-2003 | Spring | Chemistry Locker Charges | 74.07 | |
| 936 | 10-Sep-2004 | Fall | Miscellaneous Receipts | 1.00 | |
| 935 | 10-Sep-2004 | Fall | Miscellaneous Receipts | 10.00 | |
| 940 | 13-Sep-2004 | Fall | Short Term Loan Issue | 22.00 | |
| 799 | 22-Aug-2003 | Spring | Short Term Loan Issue | 21.90 | |
| 797 | 22-Aug-2003 | Spring | Short Term Loan Issue | 2,100.00 | |
| 794 | 01-Sep-2003 | Spring | Short Term Loan Issue | 2,000.00 | |
| 934 | 09-Sep-2004 | Spring | Miscellaneous Receipts | 1.00 | |



Pending Financial Aid is included and subtracted from the balance due.


Since this bill is a snapshot in time, the amount due does not change when you make a payment or incur new charges.

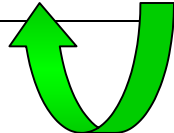
- Statement History:**
 Select the month you would like to view by clicking on the "Detail" button.

Statement History

To view a specific statement, please click the appropriate "Detail" icon.

Account: **Student Account** Account Actions:

| Detail | Billing Date | Balance | Due Date | Amount Due |
|--|--------------|----------|------------|------------|
|  detail | 04/25/2005 | \$553.00 | 05/01/2005 | \$553.00 |



Make Payment

Select either Student Account or Campus Cash Deposit by clicking on the “Pay” button.

Please note that at this time debit and credit cards can be used for Campus Cash only. For more information on Campus Cash visit <https://millrace.uoregon.edu/ccash/about.cfm>

Make Payment

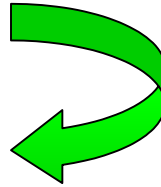
Please click the “Pay” button that corresponds with the account you wish to make a payment to.

| Account | | | |
|----------------------------|------------|----------------|------------------------------------|
| Student Account | Due Date | 05/01/05 | <input type="button" value="Pay"/> |
| | Amount Due | \$325.44 | |
| Campus Cash Deposit | Due Date | Not Applicable | <input type="button" value="Pay"/> |
| | Amount Due | Not Applicable | |

For additional information contact:

University of Oregon
Student Billing Department
PO Box 3237
Eugene, OR 97403-0237
(541) 346-3170

<http://baowww.uoregon.edu/student-services.htm>
email: stubbills@uoregon.edu



If you chose to create payment profile(s), you can make your payment by clicking on the drop down menu next to “Payment Method” and selecting one of your profiles. Enter the payment amount and click the “Continue” button.

If you did not enter payment profiles or you want to pay with a different eCheck, select “eCheck” on the drop down menu next to “Payment Method”. Enter the payment amount and click the “Continue” button.

Enter Payment Amount

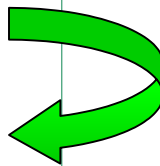
To use your personal payment profile select from the “Payment Method” list below. Please enter in the amount you want to pay and click “Continue” button.

| |
|---|
| Account: Student Account |
| Due Date: 05/01/2005 |
| Amount Due: \$325.44 |
| Statement Balance: \$652.22 |
| Current Balance: \$3,848.48 |
| Amount To Release Hold: \$0.00 |
| Minimum Amount Due: \$3,848.48 |
| Note 1: <input type="text" value="N/A"/> |
| Payment Amount: <input type="text" value="3848.48"/> |
| Payment Method: <input type="text" value="-- eCheck --"/> |

For additional information contact:

University of Oregon
Student Billing Department
PO Box 3237
Eugene, OR 97403-0237
(541) 346-3170

<http://baowww.uoregon.edu/student-services.htm>
email: stubbills@uoregon.edu



Provide eCheck Information

Please enter your check information in the following fields and then click "Continue" button.
NOTE: All fields are required. Please be aware that not all payments from brokerage accounts can be made online. Please check with your brokerage account representative.

For help, please click on the question mark next to a field.

| Current Payment | |
|-----------------|----------------------------|
| Student Account | Payment Amount: \$3,848.48 |

| Account Information | |
|---------------------|--|
| Holder's Name: | Parent of the Student |
| Account Type: | CHECKING |
| Routing Number: | 322281578 ? help (popup) |
| Account Number: | 11111111 ? help (popup) |

| | |
|-----------------------|-----------------|
| Address 1: | 123 Your Street |
| (optional) Address 2: | |
| City: | Eugene |

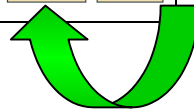
| For U.S. Address | |
|------------------|--------|
| State: | OREGON |
| Zip: | 97403 |

| For International Address | |
|---------------------------|---------------|
| Region / Province: | |
| Postal Code: | |
| Country: | UNITED STATES |

| Contact Information | |
|---------------------|---|
| Daytime Phone: | (541) 555-1234 <small>e.g. (555) 555-1212x123 OR +31 42 123 4567</small> |

Enter a profile name and click the checkbox to save your account information for future payments.

| Profile Information ? help (popup) | |
|--|--|
| Profile Name: | <input type="text"/> <input type="checkbox"/> Save Payment Profile (ALT+1) |



Review and confirm that your information is entered correctly and click the "Confirm" button

Is this eCheck information correct?

Please confirm that your eCheck information is entered correctly.

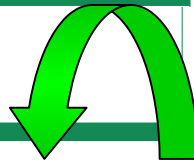
- To submit a payment, please click "Confirm" button.
- To make changes, please click "Edit" button.
- To cancel a payment, please click "Cancel" button.

| Current Payment | |
|-----------------|----------------------------|
| Student Account | Payment Amount: \$3,848.48 |

| Account Information | |
|---------------------|-----------------------|
| Holder's Name: | Parent of the Student |
| Account Type: | CHECKING |
| Routing Number: | 322281578 |
| Account Number: | ****1111 |

| Billing Address Information | |
|-----------------------------|-----------------|
| Address 1: | 123 Your Street |
| Address 2: | |
| City: | Eugene |
| State: | OR |
| Zip: | 97403 |

| Contact Information | |
|---------------------|---------------|
| Daytime Phone: | (541)555-1234 |



I hereby authorize the University, or its Agent, to initiate a debit entry to the account indicated above at the depository financial institution named above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.

NOTE: Once you submit the above payment, it will be processed in the next daily deposit. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.

Non-Sufficient Funds Statement: Should any check be returned from the bank due to insufficient funds, the face value of the check and a NSF fee will be charged to the student's account.

Once you have confirmed your account information, the next page will display a printable payment receipt. Please print and retain for your records.

| |
|---|
| Payment Receipt |
| This is your receipt |
| The payment has been submitted by Father Public |
| ----- |
| Confirmation Number: 1607 |
| Payment Date: May 17, 2005 at 1:52 PM, PDT |
| Effective Date: May 17, 2005 |
| Primary User Id: 950-XX-XXXX |
| Primary User Name: John Q Public |
| Account: Student Account |
| Payment Amount: \$3,848.00 |
| Holder's Name: Father Public |
| Payment Method: ****1111 |
| Amount to Release Hold: \$0.00 |
| Minimum Amount Due: \$325.44 |
| Note: N/A |
| |
| Address: 123 Your Street |
| Eugene, OR 97403 |
| |
| Contact Info: (541) 555-1234 (daytime phone) |

This payment will be reflected on the Current Account Activity the next time that you login to the QuikPAY® website.

Scheduled Payments

To schedule a series of payments:

Click on "Schedule New Payment Series" and select the account you wish to schedule.

| |
|--|
| Currently Scheduled Payments |
| Listed below are all currently scheduled payments. Each payment series is grouped by account type. NOTE: If there are more than 12 payments scheduled within a series, only the first 12 will be shown. |
| <ul style="list-style-type: none">• To view the detail of a particular payment series, click the "Series Detail" link above the series.• To cancel a scheduled payment series, click the appropriate "Cancel Series" link above the grouped payment series.• To schedule a new payment series, click the "Schedule New Payment Series" button below. |
| Schedule New Payment Series |
| You have no pending payments. |

Enter the schedule information, choose one of the three options and click the "Continue" button once you've completed all of the fields.

Enter Schedule Information

Please provide your information in the fields below. For the Payment Duration, please choose one of the three options. Click the "Continue" button when you have completed all fields.

Payment Series

Account: **Student Account**

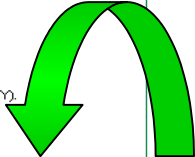
First Payment Date: (MM/DD/YYYY)

Payment Pattern: Monthly

Amount (\$):

Payment Method:

Payment Duration: Option 1 (ALT + 1)
 Make (#) of Payments.
Option 2 (ALT + 2)
 Pay until (MM/DD/YYYY)
Option 3 (ALT + 3)
 Pay until further notice.



You have the option to make automatic payments to the student's billing account for a certain number of payments, pay through to a certain month or pay until further notice.

Review the payment series information and click on the "Confirm" button.

Is this information correct?

Please confirm your information below, and then click the "Confirm" button.

Payment Series

Account: **Student Account**

First Payment Date: 05/18/2005

Payment Pattern: Monthly

Amount: \$250.00

Duration: 8 Payments, until 12/18/2005

Account Information

Holder's Name: Parent of Student

Account Type: CHECKING

Routing Number: 322281578

Account Number: ****1111

Address Information

Address 1: 123 Street

Address 2:


City: Eugene

State: OR

Zip: 97403

Contact Information

Daytime Phone: (555)123-4567



Once you have confirmed your scheduled payment series, the next page will display a printable payment receipt. Please print and retain for your records.

Scheduled Payment Series Receipts

This receipt is proof of your scheduled payment series. Please print and retain for your records.

The payment has been submitted by Father Public. Thank you

Confirmation Number: 1623

Scheduled on: May 11, 2005 at 1:52 PM, PDT
 First Payment Date: May 11, 2005
 Payment Pattern: Monthly
 Primary User Id: 950-XX-XXXX
 Primary User Name: John Q Public
 Account: Student Account
 Payment Amount: \$250.00
 Duration: 8 Payments, until 12/11/2005
 Holder's Name: Father Public
 Payment Method: ****1111
 Amount to Release Hold: \$0.00
 Minimum Amount Due: \$325.44
 Note: N/A

Address: 123 Your Street
 Eugene, OR 97403

Contact Info: (541) 555-1234 (daytime phone)

This payment will be reflected on the Current Account Activity the next time that you login to the QuikPAY® website.






Payment History

To view transaction details click on the appropriate "Detail" icon.

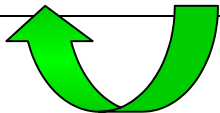
Online Payment History

Listed below are only payments made by you to your student's account. To view transaction details, click the appropriate "Detail" icon.

NOTE: Invalid transactions are identified by the "Invalid Transaction" icon next to the confirmation number.

| Detail | Confirmation Number | Date | Amount | Account | Payment Method | Payer |
|--|---------------------|----------|------------|-----------------|----------------|-------|
|  detail | 1622 | 05/18/05 | \$2,300.00 | Student Account | CHECKING | M.com |
|  detail | 1358 | 05/02/05 | \$700.00 | Student Account | CHECKING | M.com |
|  detail | 1357 | 05/02/05 | \$500.00 | Student Account | CHECKING | M.com |
|  detail | ✗ 1184 | 04/28/05 | \$50.00 | Student Account | CHECKING | M.com |
|  detail | ✗ 1183 | 04/28/05 | \$50.00 | Student Account | CHECKING | M.com |

This page will reflect all of the online payments you have made to the student's account on QuikPAY®. Payments made by mail or in person will appear on billing statements, but not on this page.



Transaction Details

Payment made by Father Q Public

Confirmation Number: 1622

Payment Date: May 10, 2005 at 2:22 PM, PDT
 Effective Date: May 10, 2005
 Primary User Id: 950-XX-XXXX
 Primary User Name: John Q Public
 Account: Student Account
 Payment Amount: \$3,848.00
 Holder's Name: Parent of Student
 Payment Method: ****1111
 Amount to Release Hold: \$0.00
 Minimum Amount Due: \$325.44
 Note: N/A

Address: 123 Your Street
 Eugene, OR 97403

Contact Info: (541) 555-1234 (daytime phone)