

QuikPAY® Student User Guide

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Logging into DuckWeb

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

To access DuckWeb go to <https://duckweb.uoregon.edu>.

To Login to DuckWeb, enter your UO id number and personal access code (PAC), and click the “login” button.

User Login

Info: To Login: Enter your UO Id number and your personal access code (PAC), then click on the **Login** button.

First-time Users: The first time you log into DuckWeb, you will prompted to select a new PAC and to activate a security question which will help you manage your DuckWeb account. Login now, then follow the steps on the next pages.


Forgot Your PAC?: Enter your UO Id number and then click on the **Forgot PAC** button. Follow the steps on the next page.


UO ID:
PAC:

Select “Student Menu”

NAME:off HELP EXIT

Personal Information Student Menu





 **Student Menu**

 **Personal Information**

Click on “**QuikPAY® Electronic Billing/Payment**” located under the heading of **Business Affairs/Student Billing**.

Student Menu

Students graduating either Winter term or Spring term should apply for graduation now. Click on "Apply for Undergraduate Degree" below.

<input checked="" type="checkbox"/> 2005 ASUO Primary Election	Financial Aid
Records & Registration	 Financial Aid Information Menu
Order Enrollment Verification	
View General Student Information	
View Holds	Business Affairs/Student Billing
View Transfer Evaluation Report	View Account Summary
 Registration Menu	View Direct Deposit Status
 Student Class Schedule	Direct Deposit Authorization Form
View Degree Audit	QuikPAY® Electronic Billing/Payment
Apply for Undergraduate Degree	
View Degree Application Status	Make Student Loan Payment
 Grades & Transcripts Menu	

Click on “**QuikPAY® Electronic Billing/Payment**” button. This will take you to the **QuikPAY®** screens.

Billing Information

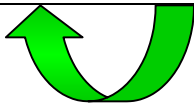
Info: Any check or electronic payment refused by your bank may be subject to a \$20 returned item fee.

Current Billing Information	
Name: John Q Public	Last Bill Date: 14-MAR-2003
Address: 94671 Johnson Rd Marcola, OR 97454-9726	Due Date: 01-JUL-2005
Account Number: 950-00-4865	
Amount to Release Hold: \$0.00	
Minimum Amount Due: \$3848.48	
Total Due: \$3848.48	
Account Balance: \$3848.48	

Note: You must provide the routing and account number of a valid United States bank account in order to process an electronic payment. These appear on the bottom of each of your checks.

Warning: Account numbers are often printed with preceding characters on the bottom of checks. Please refer to your bank statement to prevent rejected transactions.

[QuikPAY® Electronic Billing/Payment](#)



Message Board

O UNIVERSITY OF OREGON

Message Board

Payment Profiles

Authorize Payers

User Preferences

View Accounts

Make Payment

Scheduled Payments

Payment History

[Privacy Policy \(popup\)](#) [Log Off](#)

Message Board

Welcome to the *QuikPAY®* system.
Please choose from the list of options located in the column to the left.
QuikPAY® also offers context-sensitive help. Simply click on the question mark next to a field to get help.

[QuikPAY® Student User Guide](#)

News
Summer Term financial aid refund checks will be available beginning June 20, 2005.
Short term loans for Summer Term will be available on the first day a student's class begins.

For additional information contact:

University of Oregon
Student Billing Department
PO Box 3237
Eugene, OR 97403-0237
(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.

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 about 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”. Enter in the appropriate information and click on the “Save” button.

The screenshot shows a web interface for "Payment Profiles". At the top, it says "John Q Public" and has links for "Privacy Policy (popup)" and "Log Off". On the left is a navigation menu with options: "Message Board", "Payment Profiles", "Authorize Payers", "User Preferences", "View Accounts", "Make Payment", "Scheduled Payments", and "Payment History". The main content area is titled "Payment Profiles" and includes the text "Your existing payment profiles are listed below." followed by two bullet points: "To add a new Credit Card Profile, please click 'Add Credit Card Profile' button." and "To add a new eCheck Profile, please click 'Add eCheck Profile' button." Below this are two buttons: "Add Credit Card Profile" and "Add eCheck Profile". A table lists the existing profiles:

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.

Authorized Payers

An authorized payer will be able to view and print tuition bills, or make payments to the student's account online.

To add an authorized payer

- Select “Authorized Payers” from the list of options on the left.
- Click on the “Add New” button.
- Enter the authorized payer's name, a login name, password and email.
- Click on the “add” button.
- Notify the person you have authorized and provide them with their temporary login name and password.

Add Authorized Payer

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your written permission. By creating an authorized payer, you are giving written consent for that individual to view your account information and to make payments towards your account.

**Login name and password are case sensitive.
No spaces are allowed in Login Name.**

Error:
- name is required
- login name is required
- password is required
- email is required

Name:	<input type="text"/>
Create Login Name:	<input type="text"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
Email:	<input type="text"/>

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

Login Name and Password are case sensitive and must be at least six (6) characters long and can only use letters and digits. No spaces are allowed in the Login name.

The authorized payer will receive an automated email notification with the login name informing them that they have been set up as an authorized payer. The email will include a link to access the *QuikPAY*® website. The authorized payer will be prompted to change their password when they first login to the site.

If the authorized payer experiences difficulty logging in or can't remember their password the authorized payer password will need to be reset in the system by the student.

- Select “Authorized Payers” from the list of options on the left.
- Click on the authorized payer that you want to modify.
- Click on the “Edit” button
- Select the “Reset Password” button. A pop-up screen will appear, select the “OK” button to send the changes to *QuikPAY*®.

Upon resetting the password, an automated email message will be sent to the authorized payer with a new temporary password from *QuikPAY*®.

Students have the ability to cancel authorized payers access at any time by logging in to their *QuikPAY*® account and deleting the authorized payer's login ID.

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: student@uoregon.edu
Secondary:

Notification

Email me when a bill arrives.
 Email me a copy of my payment confirmation. (ALT+2)
 Email me when an authorized payer has made a payment. (ALT+3)

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

View Accounts

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

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

This page reflects your charges, payments and Financial Aid applied to your account since the current billing statement.

From the first screen you can select to view your current statement or statement history, make payments and 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: Current Statement

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
980	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 print your Current Billing Statement and mail your payment, click on the Adobe PDF icon.

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. To view activity that has occurred after the current statement, select Account Status from the drop down menu, or go to your account summary in DuckWeb.

- 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:

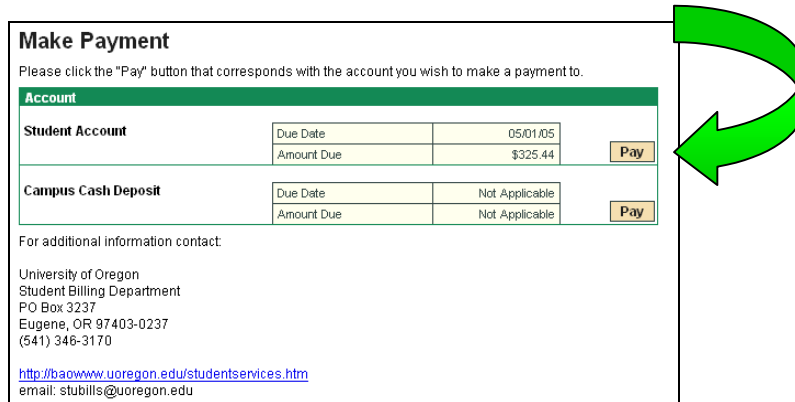
Detail	Billing Date	Balance	Due Date	Amount Due
 detail	04/25/2005	\$553.00	05/01/2005	\$553.00

Make Payment

Selecting this option will take you to the payment screen where you can select a payment profile or enter information from a different account.

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 about 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	

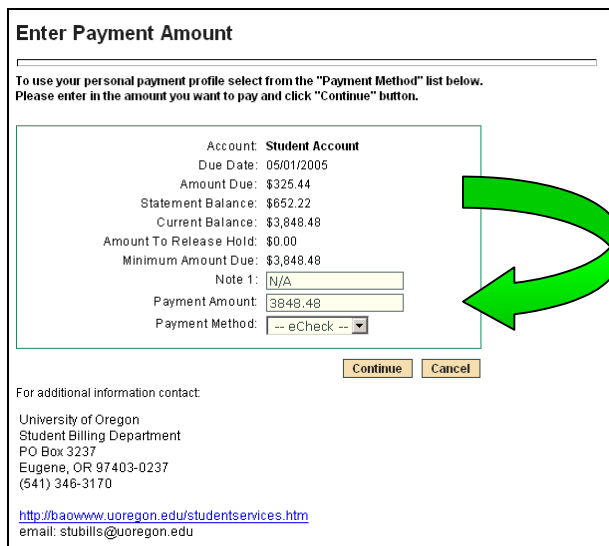
For additional information contact:

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

<http://baowww.uoregon.edu/studentservices.htm>
email: stubills@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:	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
P.O. Box 3237
Eugene, OR 97403-0237
(541) 346-3170

<http://baowww.uoregon.edu/studentservices.htm>
email: stubills@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: \$325.44

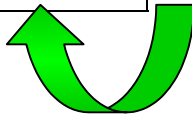
Account Information	
Holder's Name:	John Q Public
Account Type:	CHECKING
Routing Number:	322281578 ? help (popup)
Account Number:	11111111 ? help (popup)

Billing Address Information	
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 e.g. (555) 555-1212x123 OR +31 42 123 4567

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: \$325.44

Account Information	
Holder's Name:	John Q Public
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 John Q 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: John Q 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 log in to the QuikPAY® website.

Scheduled Payments

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

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.

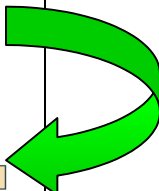
- To view the detail of a particular payment series, click the "Series Detail" link above the series.
- To cancel a scheduled payment series, click the appropriate "Cancel Series" link above the grouped payment series.
- To schedule a new payment series, click the "Schedule New Payment Series" button below.

[Schedule New Payment Series](#)

Student Account [Series details \(1158\)](#) [Cancel series \(1158\)](#)

Confirmation Number	Status	Payment Date	Payment Amount	Payment Method
1159	PROCESSED	04/28/05	\$123.00	checking 4
1160	SCHEDULED	05/27/05	\$123.00	checking 4
1161	SCHEDULED	06/27/05	\$123.00	checking 4
1162	SCHEDULED	07/27/05	\$123.00	checking 4

Total Scheduled: 4 Remaining: 3 Processed: 1 Cancelled: 0



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

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: 06/10/2005 (MM/DD/YYYY)
 Payment Pattern: Monthly
 Amount (\$): 3848.48
 Payment Method: -eCheck-

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.

Continue **Back**

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: 06/15/2005
 Payment Pattern: Monthly
 Amount: \$250.00
 Duration: No End Date

Account Information

Holder's Name: John Q Public
 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

Confirm **Edit** **Cancel**

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

Transaction Details

Payment

Payment made by John Q 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: John Q 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 log in to the QuikPAY® website.






Payment History

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

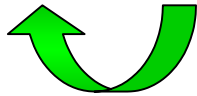
Online Payment History

Listed below are all online payments made to your 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	1877	06/03/05	\$5.00	Student Account	CHECKING	John Q Public
 detail	1903	06/03/05	\$66.66	Campus Cash Deposit	CHECKING	John Q Public
 detail	1902	06/03/05	\$98.76	Campus Cash Deposit	CHECKING	John Q Public
 detail	1901	06/03/05	\$65.43	Campus Cash Deposit	CHECKING	John Q Public
 detail	1900	06/03/05	\$12.34	Campus Cash Deposit	CHECKING	John Q Public

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



Transaction Details

Payment

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)