From the QuikPay payment center, you can access and make payments on the student account.

No one but the student can access the student account unless the student sets up Additional Authorized Access (AAA) members – parents, guardians, etc. – to whom the student gives permission to access his/her account.

If your student has set up an AAA account for you, you will receive an email message with directions on how to set up your password and log into myZou as an AAA member. If your student granted you access to “Student Account Information” in myZou, then you will also have access to make payments in QuikPay.

In QuikPay you can:

- view the student bill, current, and past
- make a payment on the student account
- see past payment transactions you have made

In QuikPay, you cannot:

- see student’s or any other AAA member’s payment history or banking information

QuikPay is a secure website

<table>
<thead>
<tr>
<th>As an AAA member…</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login to myZou as a AAA member</td>
<td>2</td>
</tr>
<tr>
<td>View billing statements &amp; online transactions</td>
<td>6</td>
</tr>
<tr>
<td>Designate a secondary email address for all communications</td>
<td>8</td>
</tr>
<tr>
<td>Make a payment &amp; set up a payment profile</td>
<td>9</td>
</tr>
</tbody>
</table>
As an AAA member...
Login to myZou AAA access

Navigate:

Once the student sets you up as an Additional Authorized Access member, you will receive an email with a link to set up your password and a link to access myZou as an Additional Authorized Access member.

You can also access myZou AAA through:
- [http://cashiers.missouri.edu/](http://cashiers.missouri.edu/) - the Office of Cashiers homepage under the Make a Payment tab – Make A Payment (parent)

Enter your email address and **Password** and click **Login**
You will see a screen listing the information that has been granted to you for viewing by your student. A checkmark indicates you can view that information:

<table>
<thead>
<tr>
<th>Authorized Access</th>
<th>Student Privacy Rights</th>
<th>Helpful Links</th>
<th>Manage My Account</th>
</tr>
</thead>
</table>

**Additional Authorized Access**

Below is a summary of the access you have been granted using Additional Authorized Access. Control of the access authorization lies solely with the student. They may revoke or modify information access at their discretion. Any questions or concerns should be directed to them.

Select the links below to view the detailed information for each area.

**Truman Tiger**

- [ ] Student Account Information
- [ ] Academic Information
- [ ] Directory Information
- [ ] Financial Aid

Click Student Account Information:
Click the Make a Payment button
QuickPay is the billing center used by Mizzou to provide access to previous and current billing invoices and to make online payments to the student account.

Please proceed by clicking the button below. If you experience difficulty being transferred it could be that you have pop-ups blocked. On your web browser menu bar be sure to allow pop-ups. In addition, for Internet Explorer, click Tools - Internet Options. On the 'Privacy' tab, uncheck the 'Block pop-ups' checkbox.

Click the QuikPay button.

The QuikPay homepage pops up.

Message Board
Welcome to the QuikPay system. Through QuikPay, you are conveniently able to:
- Manage your payment profiles - save eCheck or credit card information for future payments
- Quickly make eCheck, Mastercard, Discover or American Express payments on your account
- View payment history
- Review up to 12 months of invoices
- Contact your cashiers office if you need assistance with the Payment Center.

Please choose from the list of options located in the column to the left.
As an AAA member...
View billing statements & online transactions

Billing statements

You can view and print current and past billings statements.

Note: Billing statements prior to 2/1/07 are only available in the old Tiger Tracks system. Contact Office of Cashiers, 573-882-3097, to access this information.

To see or print the latest billing statement,

— click **View Accounts** and then **Current Statement**
To see past billing statements,

- click **View Accounts** and then **Statement History**
- Click 📉 to view and /or print a specific statement

### Online transactions

Transaction History lists the online payments made by you. The transactions are sorted by date and show payment amount and payment method.

- On the QuikPay sidebar, click **Transaction History**
- Click 📉 to see details on a specific payment
As an AAA member...
Designate an email address for all communications

You will receive email notification when the current statement is available. You will also receive email notification when you have made a payment on the student account.

The email the student identified when making you an AAA member is your primary email for receiving all communications and no action is required on your part to receive emails to this address. However, you can elect to receive payment confirmations at a second email. You can also choose to receive a text message when your bill arrives by checking the SMS option.

- On the QuikPay sidebar, click **User Preferences**
- Enter **secondary email address**
- For SMS, enter **phone number and carrier**
- Click **Save**
As an AAA member...
Make a payment & set up a payment profile

Make a payment

Payments to the student account can be made using an eCheck or credit card. MasterCard, VISA, Discover, and American Express are accepted.

**Note:** The credit card company will charge you a 2.75% service fee to make a payment. This service fee will appear as a separate line item on your credit card billing statement. This 2.75% service fee is automatically calculated and displayed on the screen when you make a payment.

You can make one payment or you can set up a profile where the payment information is saved. A profile is useful if the account will be used again to make payments.

**Note:** You can always edit or delete this information at any time.

- On the QuikPay sidebar, click **Make Payment**
- Enter **Payment Amount**
- Click to choose either eCheck or Credit Card as **Payment Method**. Once you have saved a payment profile, you will also see it in the drop down menu.
- Click **Continue**
eCheck payment

If you chose to make an eCheck payment,

- **Holder's Name**: Choose a name that easily identifies your bank account, ex. ING
- **Account Type**: Click and choose checking or savings
- **Routing Number**: Enter the account's routing number. Click for help
- **Account Number**: Enter the account number. Click for help
- **Address, City, State, Zip**: Give your address, city, state, and zip
- **Add Profile Name** if you want to save this information to use again
- **Click Continue** when done ~OR~ click *Cancel* to cancel the entry
You will be asked to verify your payment information.

- Click **Confirm** (you will have the opportunity to print a receipt) ~ OR ~ click **Edit** to revise the information ~ OR ~ click **Cancel** to cancel the entry
Credit card payment

If you chose to make a credit card payment,

- **Cardholder's Name**: enter your name
- **Card Type**: click ☑️ and choose the correct credit card type
- **Credit Card Number**: enter the credit card number. No dashes!
- **Expiration Date**: click ☑️ and choose the correct month and year
- **Address, City, State, Zip**: enter your address, city, state, zip
- For an international address, enter **Region/Province, Postal Code** and **Country**
- **Daytime Phone, Evening Phone**: use dashes with phone numbers
- **Add Profile Name** if you want to save this information to use again
- Click **Continue** when done ~ OR ~ click **Cancel** to cancel the entry
Service Fee Notice

Credit card payments are processed by Nelnet Business Solutions through Moneris Solutions. Nelnet Business Solutions provides third-party transaction processing services, operating under an agreement with your institution to process credit card payments on your behalf.

You will be charged a 2.75% Service Fee* for processing your payment. This means that the Service Fee amount is calculated based on 2.75% of your payment amount. The 2.75% Service Fee is added to your payment and will appear as a separate item on your credit card statement. The Service Fee is not a fee assessed by your institution. The Service Fee is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back.

BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE.

Please enter your credit card information in the following fields and then click the "Continue" button.

NOTE: All fields are required. For help, please click on the question mark next to a field.

Current Payment

<table>
<thead>
<tr>
<th>Payment Amount</th>
<th>$1,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Fee*</td>
<td>$27.50</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$1,027.50</td>
</tr>
<tr>
<td>Effective Date</td>
<td>08/12/2013</td>
</tr>
</tbody>
</table>

Credit Card Information

<table>
<thead>
<tr>
<th>Cardholder's Name: Jerry Tiger</th>
<th>Virtual Keypad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Type: MASTERCARD</td>
<td></td>
</tr>
<tr>
<td>Credit Card Number: 5454545454</td>
<td></td>
</tr>
<tr>
<td>Expiration Date: 06/2013</td>
<td></td>
</tr>
</tbody>
</table>

Billing Address Information

| Address 1: 15 Mascot Circle    |
| (optional) Address 2:          |
| City: Columbia                 |

For U.S. Address

| State: MISSOURI                |
| Zip: 65211                      |

For International Address

| Region / Province:             |
| Postal Code:                   |
You will be asked to verify your payment information.

- Click **Confirm** (you will have the opportunity to print a receipt) ~ OR ~ click **Edit** to revise the information ~ OR ~ click **Cancel** to cancel the entry
Set up a payment profile

It is useful to save payment information as a Payment Profile if the account will be used again to make a payment.

**Note:** Payment Profiles can be viewed, edited, or deleted at any time.

- On the QuikPay sidebar, click Payment Profiles
- Click Add Credit Card Profile or Add eCheck Profile

<table>
<thead>
<tr>
<th>Profile Name: enter name for profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are entering a Credit Card profile:</td>
</tr>
<tr>
<td>o Cardholder's Name: enter first/last name</td>
</tr>
<tr>
<td>o Card Type: click ▼ and choose credit card type</td>
</tr>
<tr>
<td>o Credit Card Number: enter credit card number – no dashes necessary</td>
</tr>
<tr>
<td>o Expiration Date: click ▼ to enter expiration month and year</td>
</tr>
<tr>
<td>If you are entering an eCheck profile:</td>
</tr>
<tr>
<td>o Holder's Name: enter first/last name</td>
</tr>
<tr>
<td>o Account Type: click ▼ and choose account type</td>
</tr>
<tr>
<td>o Routing Number: enter bank routing number</td>
</tr>
<tr>
<td>o Account Number: enter bank account number</td>
</tr>
<tr>
<td>Daytime Phone: enter daytime phone number</td>
</tr>
<tr>
<td>Evening Phone: enter evening phone number</td>
</tr>
<tr>
<td>Click Add ~ OR ~ click Cancel to cancel this profile</td>
</tr>
</tbody>
</table>
Add Credit Card Profile

Please enter your credit card information in the following fields, then click the "Add" button. MU accepts MasterCard, Discover and American Express (2.75% service fee applies)

NOTE: All fields are required

Profile Information

Profile Name: credit card

Credit Card Information

Cardholder's Name: Jerry Tiger
Card Type: MASTERCARD
Credit Card Number: 5454545454545454
Expiration Date: 06 / 2014

Billing Address Information

Address 1: 15 Mascot Circle
City: Columbia
State: MISSOURI
Zip: 65211

For U.S. Address

For International Address

Region/Province:
Postal Code:
Country: UNITED STATES

Contact Information

Daytime Phone: 888-888-8888
Evening Phone: 888-888-8888
The Payment Profiles screen will show any profiles you have saved and you can edit or delete profiles from here.

- Click 📝 to **Edit** an existing profile
- Click ✖️ to **Delete** an existing profile

Congratulations! You have completed “Using QuikPay as an AAA member”