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*

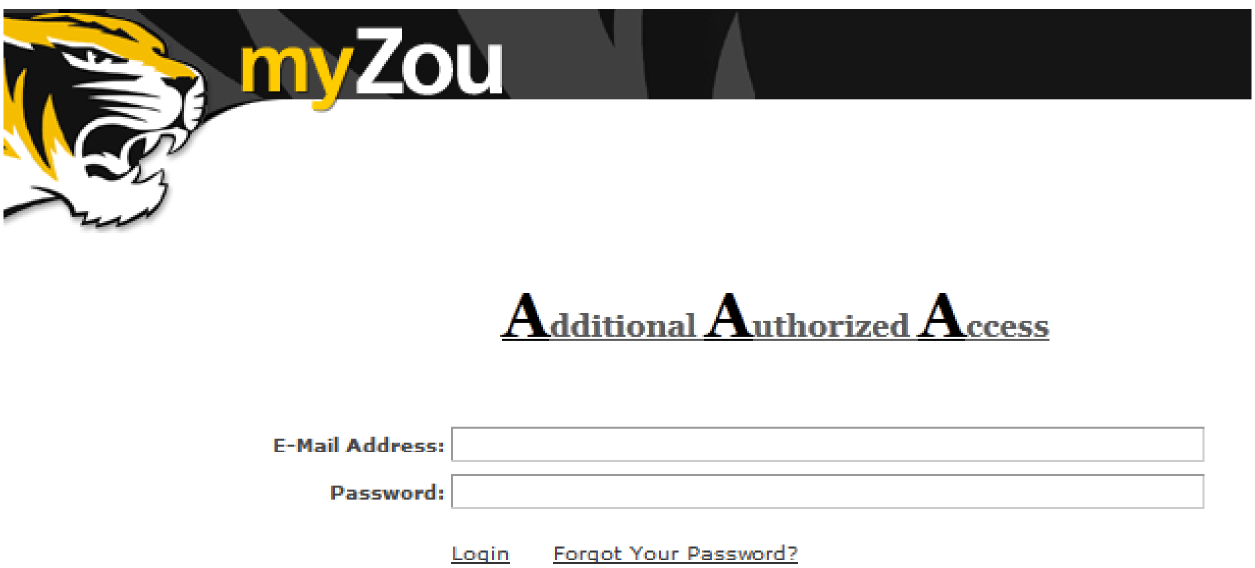
QuikPay is a secure website

As an AAA member…

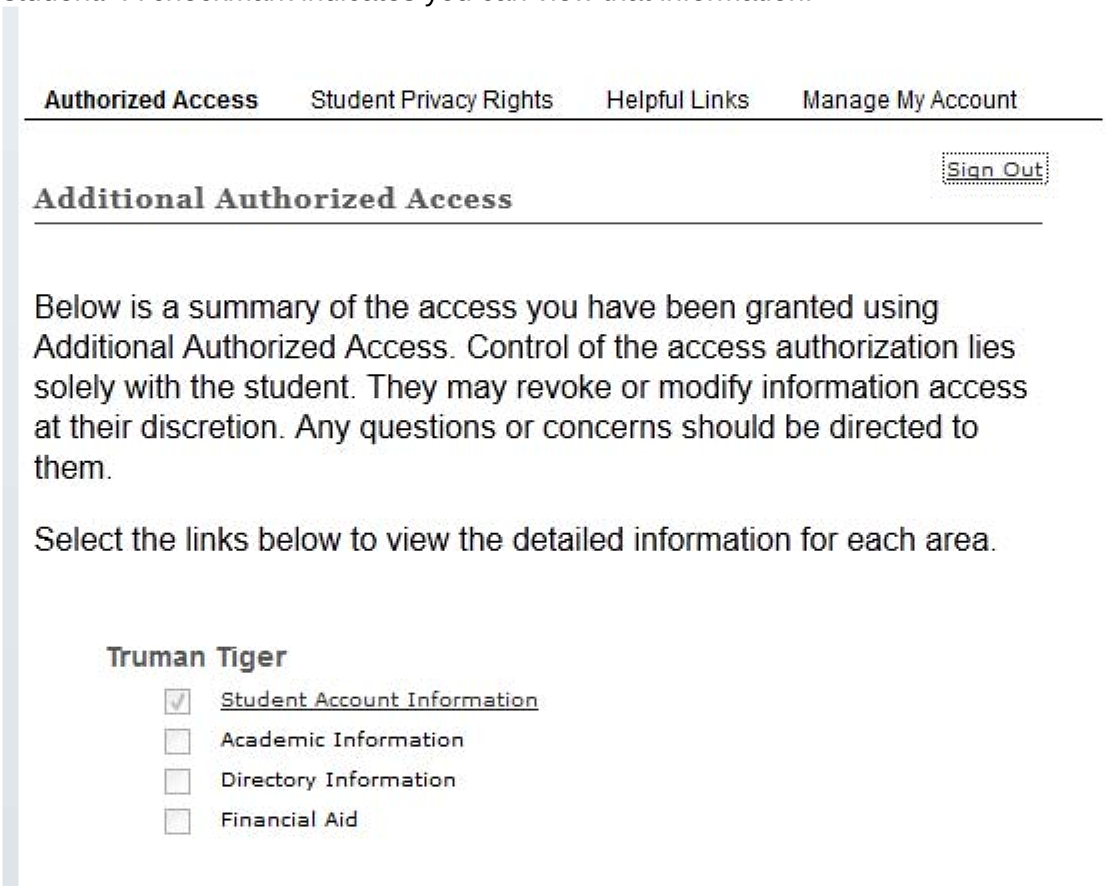
As an AAA member… Login to myZou AAA access

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/ - the Office of Cashiers home page under the Make a Payment tab – Make A Payment (parent)

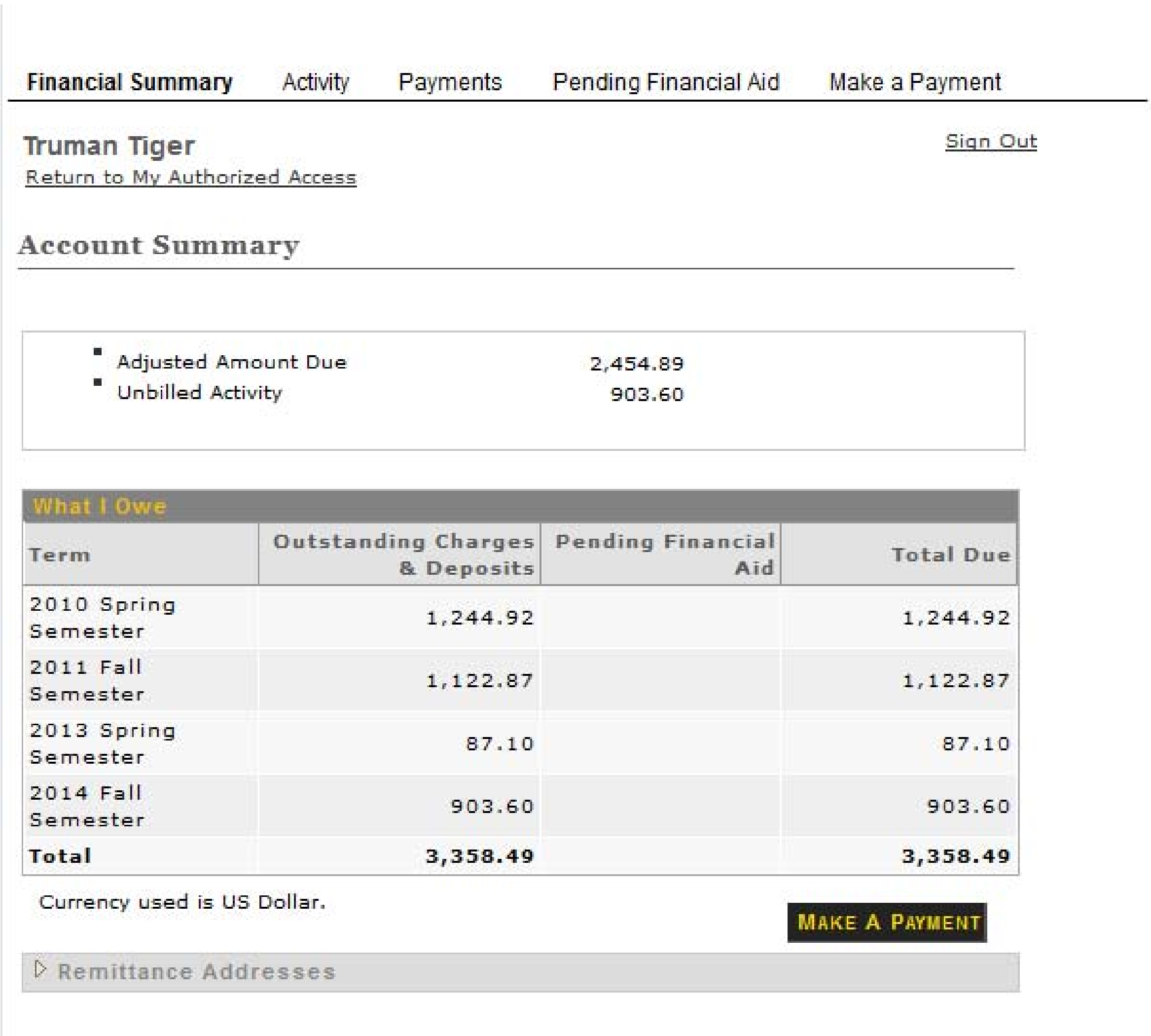
Enter your email address and **Password** and click **Login**



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:



Click Student Account Information:


Financial Summary Activity Payments Pending Financial Aid Make a Payment

Truman Tiger

Return to My Authorized Access

Sign Out

Account Summary

- Adjusted Amount Due 2,454.89
- Unbilled Activity 903.60

What I Owe

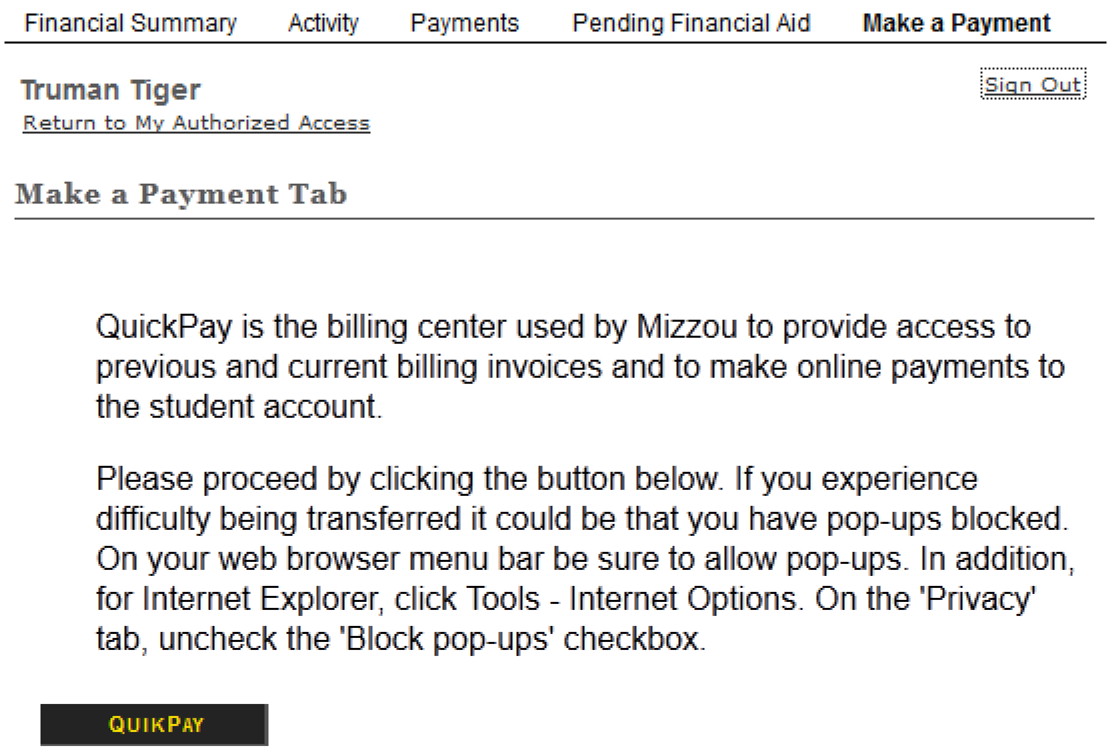
Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
2010 Spring Semester	1,244.92		1,244.92
2011 Fall Semester	1,122.87		1,122.87
2013 Spring Semester	87.10		87.10
2014 Fall Semester	903.60		903.60
Total	**3,358.49**		**3,358.49**

Currency used is US Dollar.

MAKE A PAYMENT

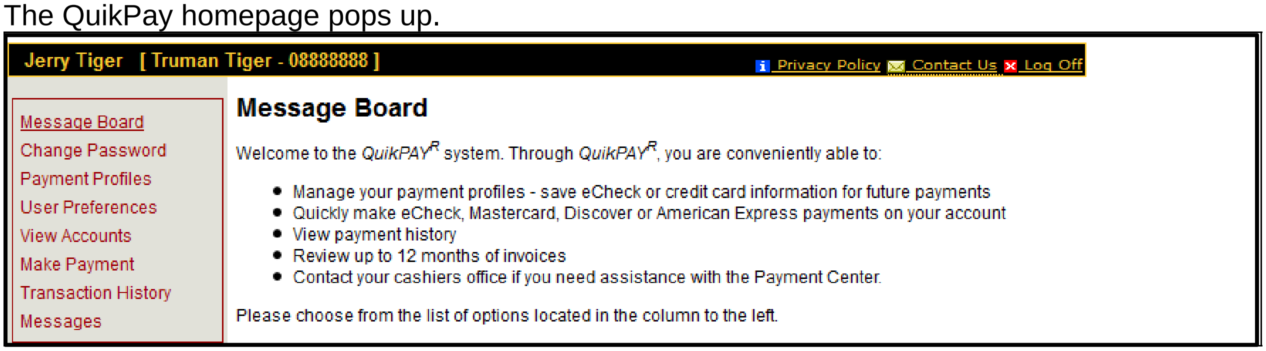
Remittance Addresses

Click the Make a Payment button



Click the QuikPay button.

The QuikPay homepage pops up.



As an AAA member…
View billing statements & online transactions

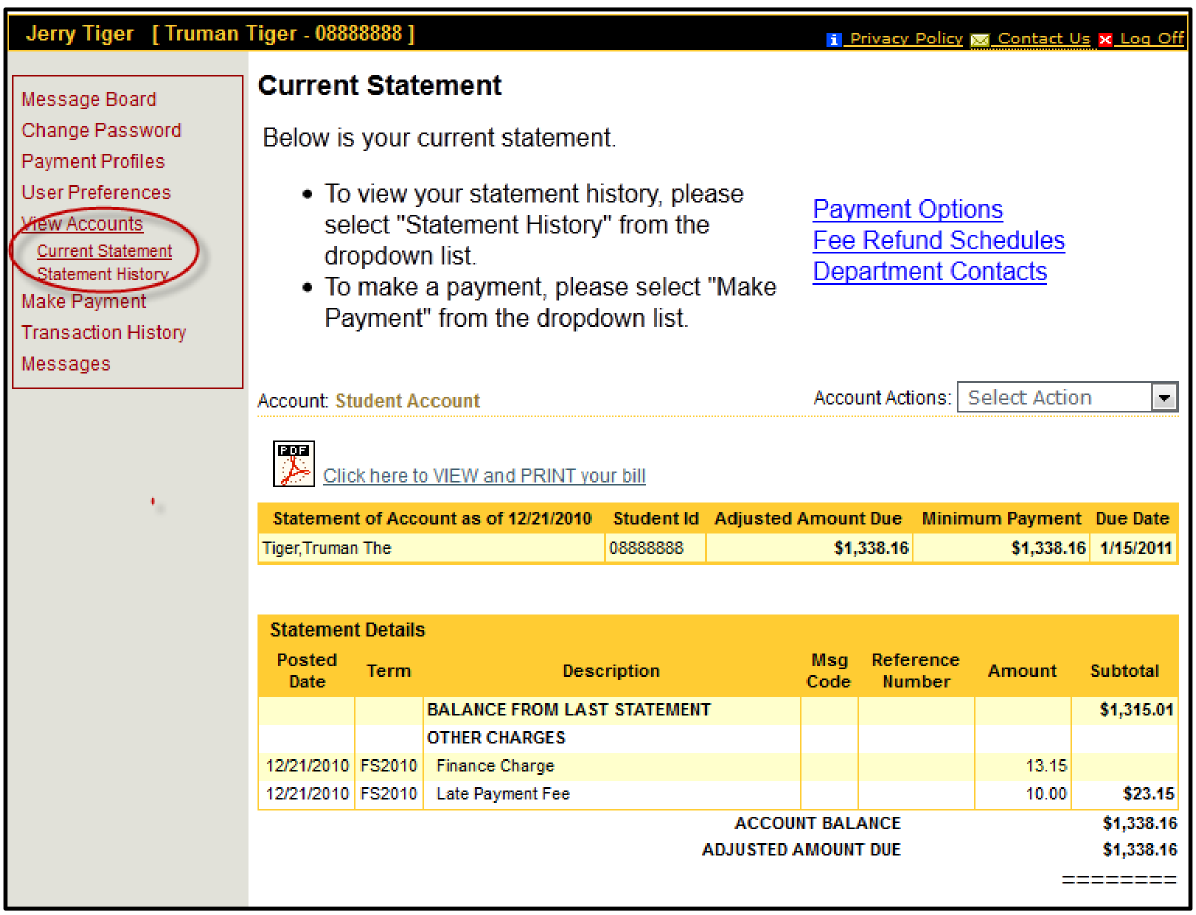
Billing statements

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**



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Current 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.

Payment Options
Fee Refund Schedules
Department Contacts

Account: Student Account

Account Actions: Select Action

Click here to VIEW and PRINT your bill

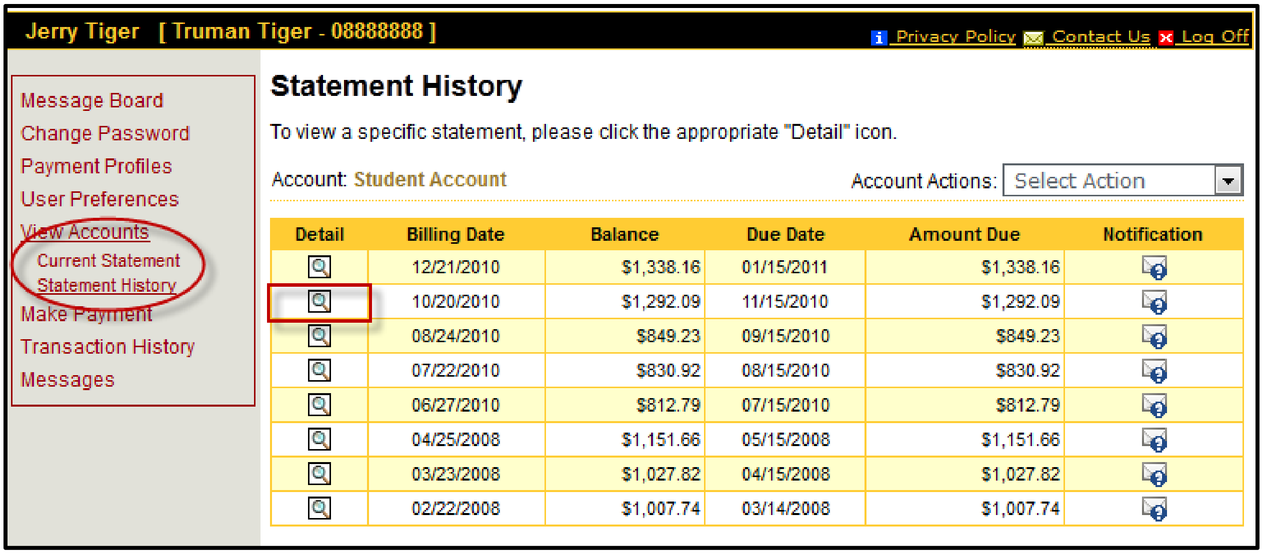
Statement of Account as of 12/21/2010	Student Id	Adjusted Amount Due	Minimum Payment	Due Date
Tiger,Truman The	08888888	$1,338.16	$1,338.16	1/15/2011

Statement Details

Posted Date	Term	Description	Msg Code	Reference Number	Amount	Subtotal
		BALANCE FROM LAST STATEMENT				$1,315.01
		OTHER CHARGES				
12/21/2010	FS2010	Finance Charge			13.15	
12/21/2010	FS2010	Late Payment Fee			10.00	$23.15
		ACCOUNT BALANCE				$1,338.16
		ADJUSTED AMOUNT DUE				$1,338.16
						========

To see past billing statements,

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

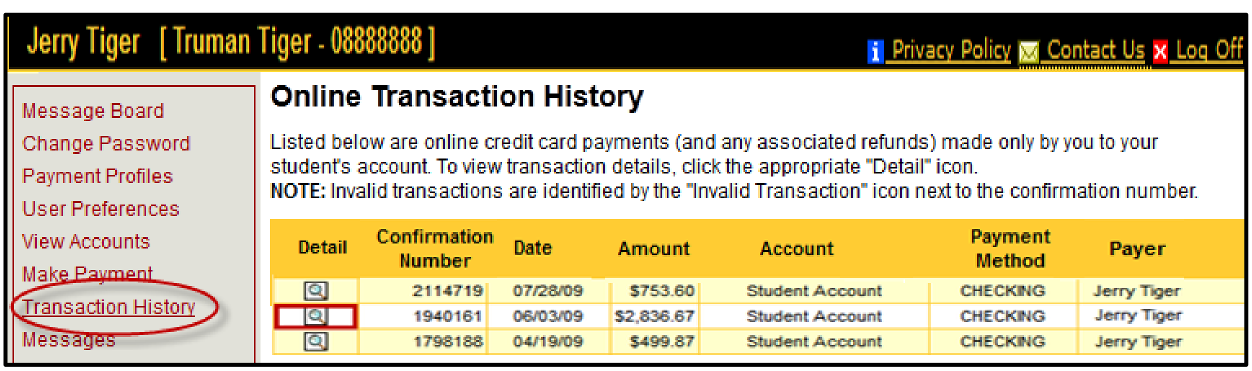


Detail	Billing Date	Balance	Due Date	Amount Due	Notification
	12/21/2010	$1,338.16	01/15/2011	$1,338.16	
	10/20/2010	$1,292.09	11/15/2010	$1,292.09	
	08/24/2010	$849.23	09/15/2010	$849.23	
	07/22/2010	$830.92	08/15/2010	$830.92	
	06/27/2010	$812.79	07/15/2010	$812.79	
	04/25/2008	$1,151.66	05/15/2008	$1,151.66	
	03/23/2008	$1,027.82	04/15/2008	$1,027.82	
	02/22/2008	$1,007.74	03/14/2008	$1,007.74	

Online transactions

Transaction History lists the online payments made <u>by you</u>. 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



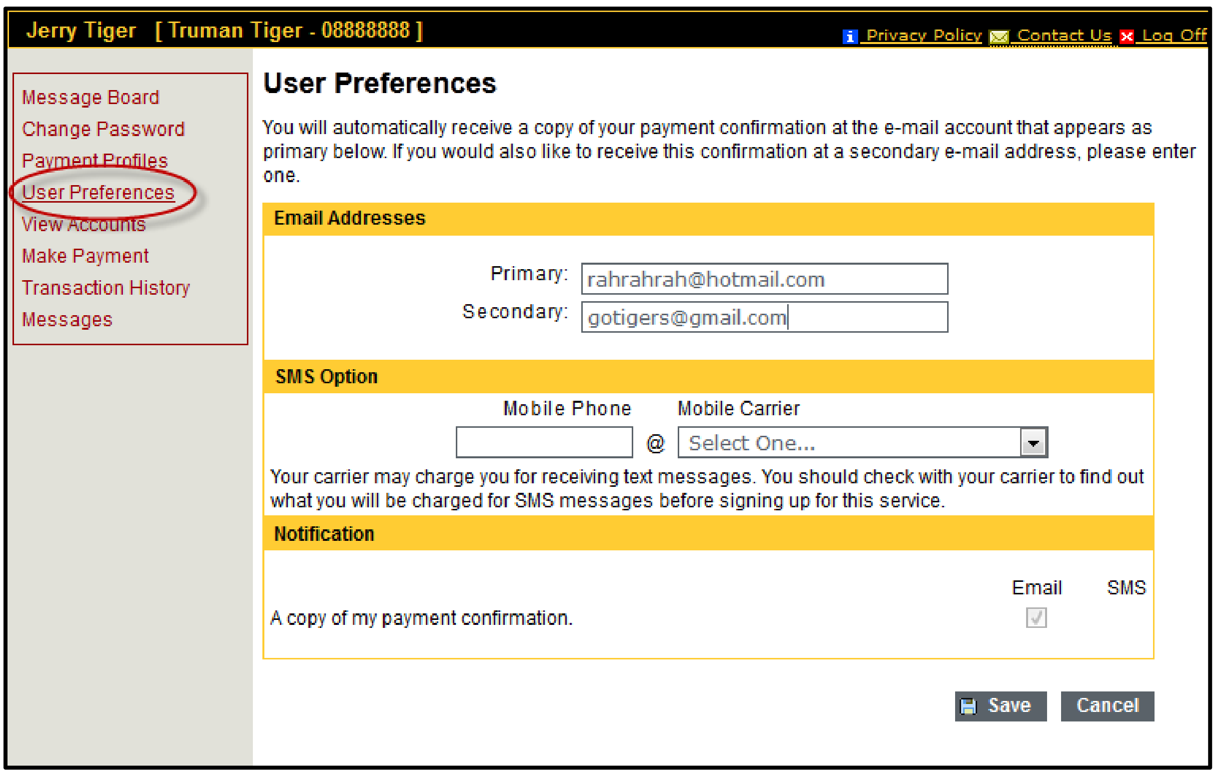
Detail	Confirmation Number	Date	Amount	Account	Payment Method	Payer
	2114719	07/28/09	$753.60	Student Account	CHECKING	Jerry Tiger
	1940161	06/03/09	$2,836.67	Student Account	CHECKING	Jerry Tiger
	1798188	04/19/09	$499.87	Student Account	CHECKING	Jerry Tiger

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

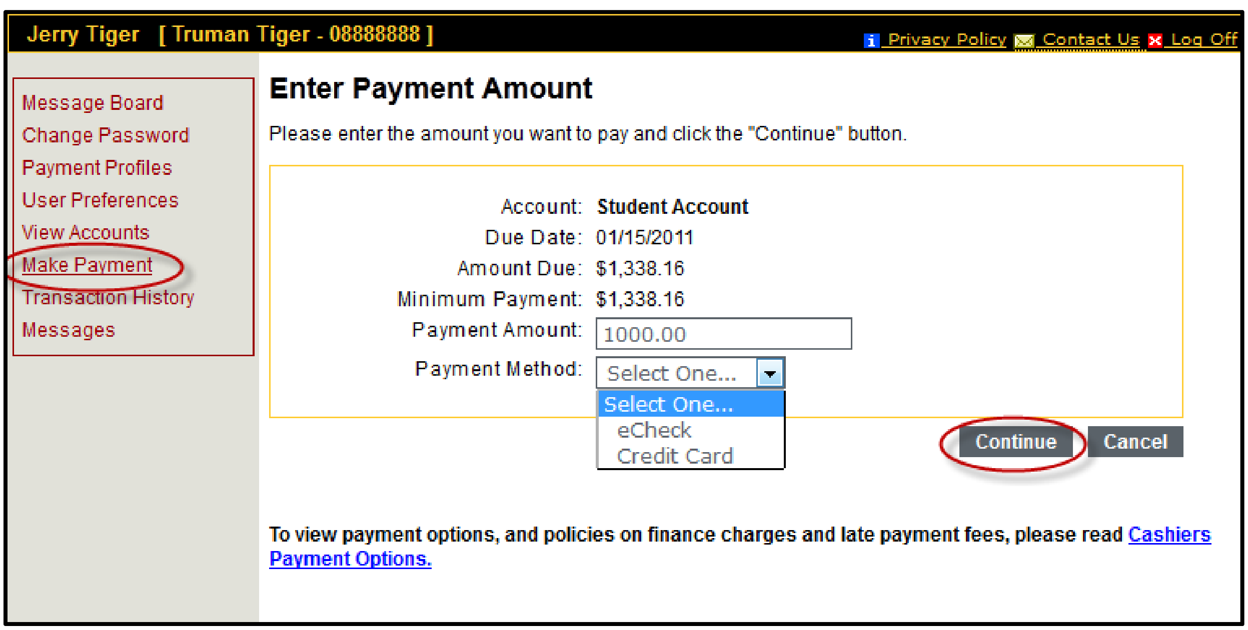
Payments to the student account can be made using an eCheck or credit card. MasterCard, VISA, Discover, and American Express are accepted.

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.

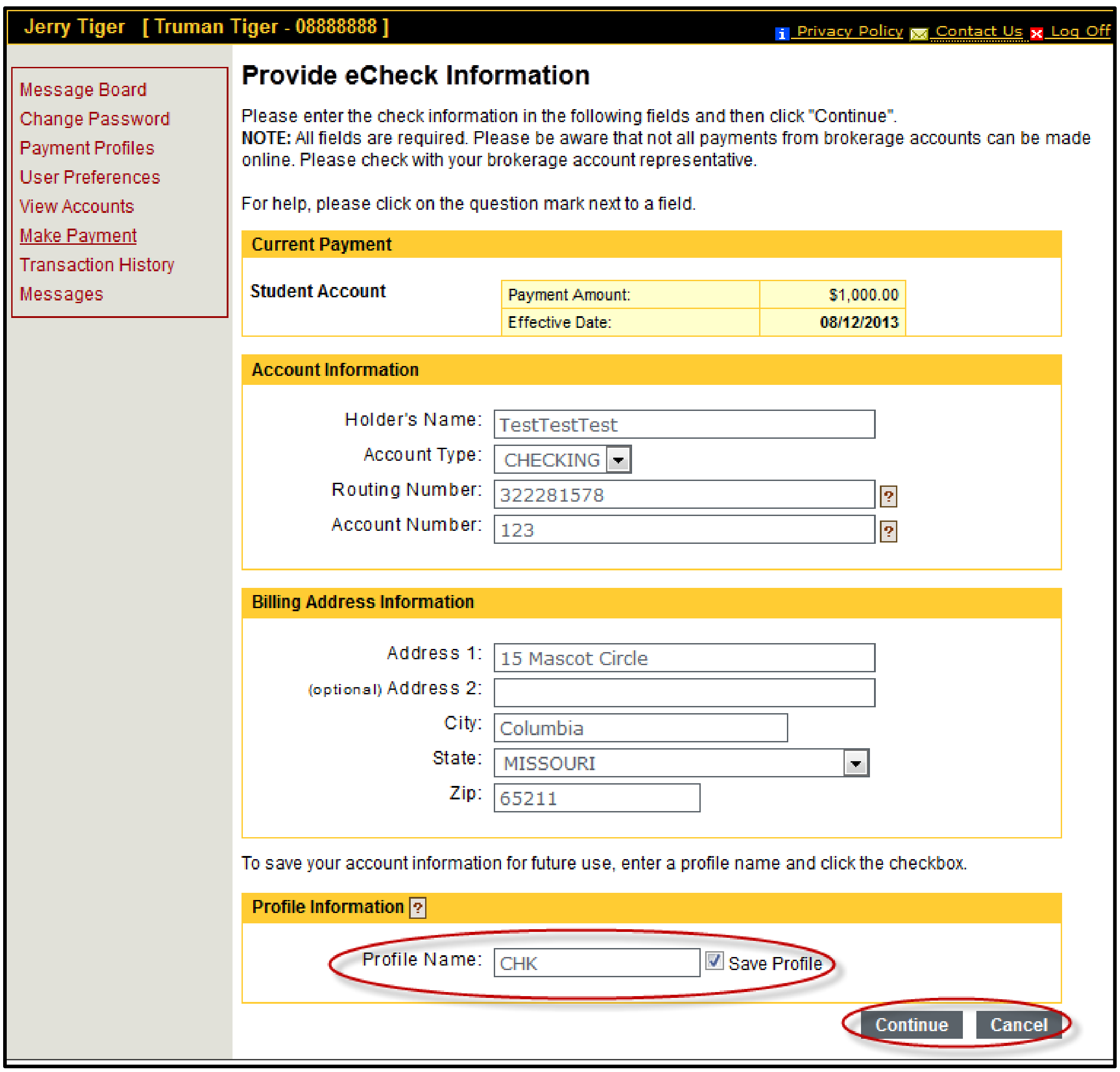
- On the QuikPay sidebar, click **Make Payment**
- Enter **Payment Amount**
- Click to choose either eCheck or Credit Card as **Payment Method**. Once you have saved a payment profile, you will also see it in the drop down menu.
- Click **Continue**



eCheck payment

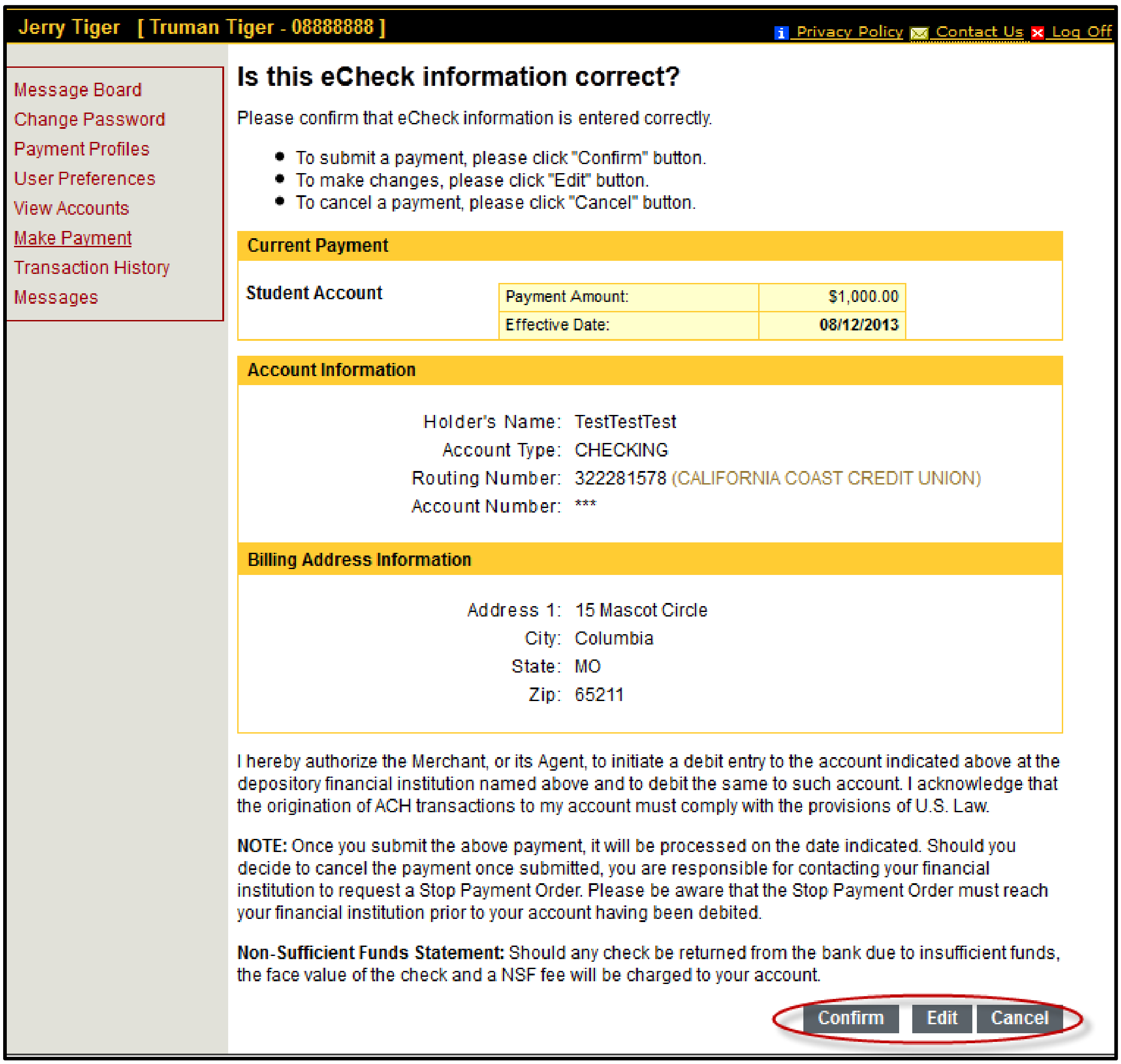
If you chose to make an eCheck payment,

- **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

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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.

Credit Card Processing Powered by Moneris SOLUTIONS

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

Student Account

Payment Amount:	$1,000.00
Service Fee*:	$27.50
Total Amount:	**$1,027.50**
Effective Date:	**08/12/2013**

Credit Card Information

Cardholder's Name:	Jerry Tiger
Card Type:	MASTERCARD
Credit Card Number:	5454545454545454
Expiration Date:	06 / 2013

Virtual Keypad

Billing Address Information

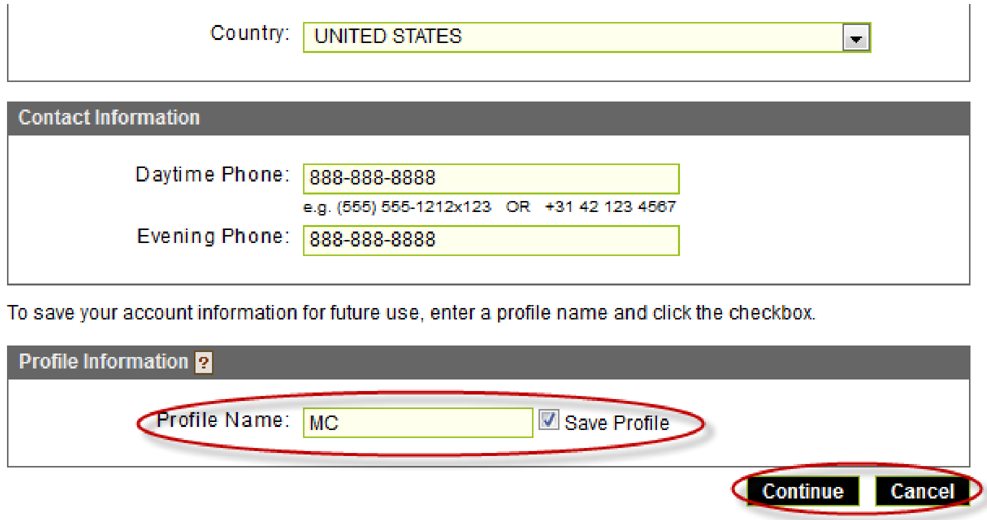
Address 1:	15 Mascot Circle
(optional) Address 2:	
City:	Columbia

For U.S. Address

State:	MISSOURI
Zip:	65211

For International Address

Region / Province:	
Postal Code:	



You will be asked to verify your payment information.

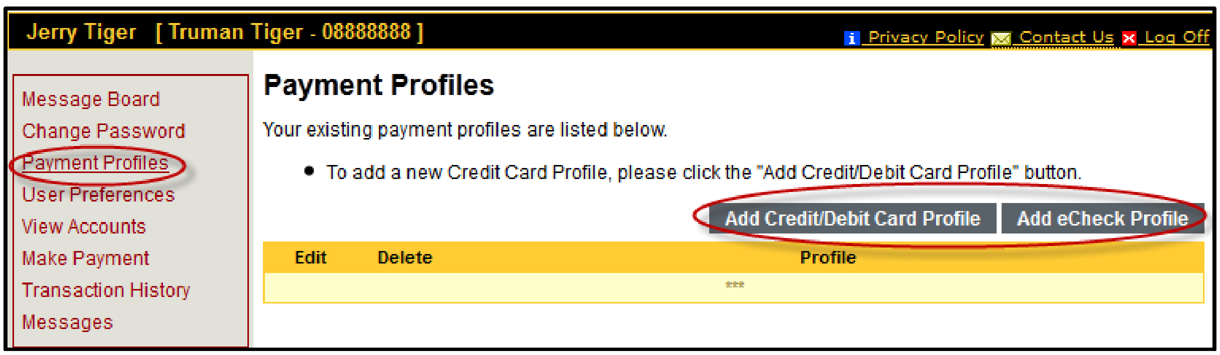
– Click **Confirm** (you will have the opportunity to print a receipt) ~ OR ~ click **Edit** to revise the information ~ OR ~ click **Cancel** to cancel the entry

Set up a payment profile

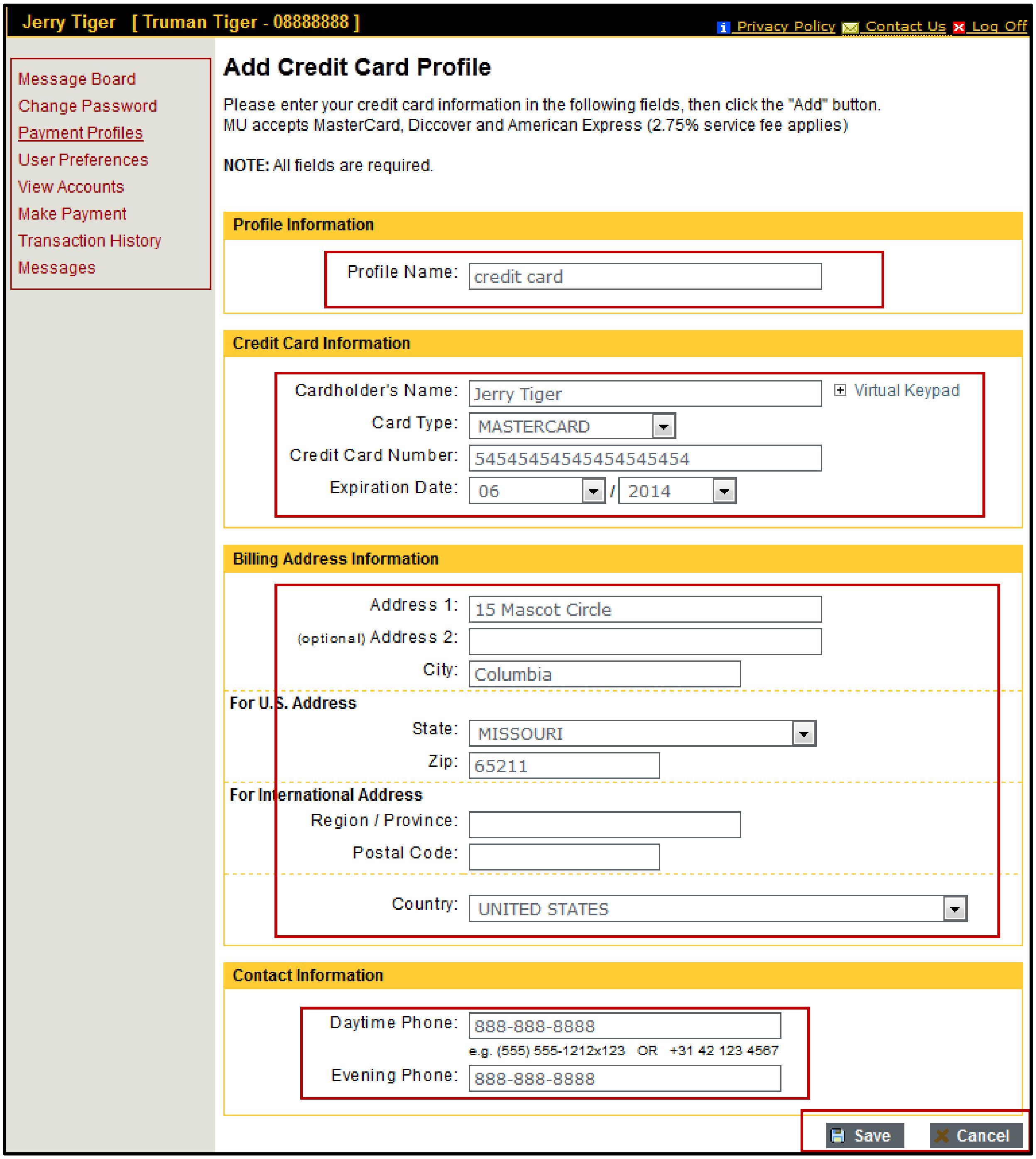
It is useful to save payment information as a Payment Profile if the account will be used again to make a payment.

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**



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



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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
Virtual Keypad
Card Type: MASTERCARD
Credit Card Number: 5454545454545454
Expiration Date: 06 / 2014

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:

Country: UNITED STATES

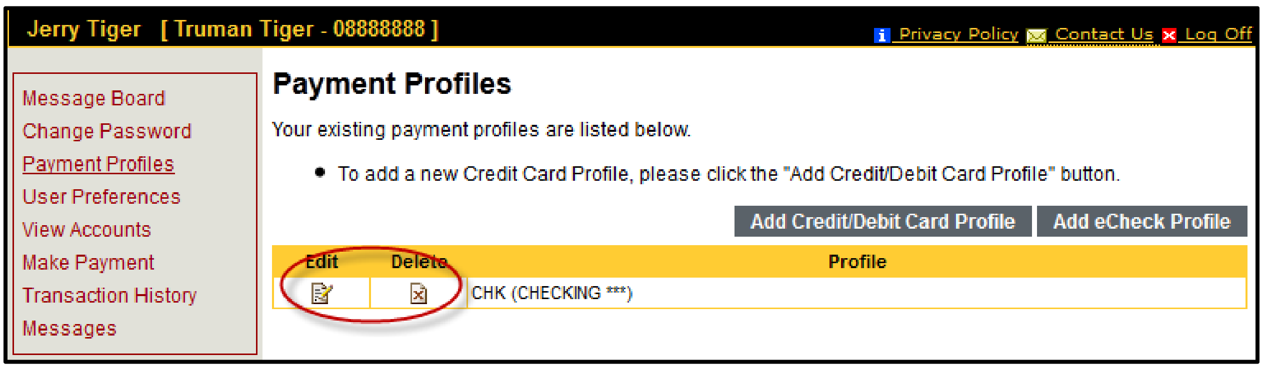
Contact Information

Daytime Phone: 888-888-8888
e.g. (555) 555-1212x123 OR +31 42 123 4567
Evening Phone: 888-888-8888

Save Cancel

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”