Welcome to the myZou Payment Center!

From the payment center, you can access your student account, make payments on the account, set up authorized users, and view transaction history.

Note: In order to access the myZou Payment Center, you must first grant eConsent!

<table>
<thead>
<tr>
<th>As a student…</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Login to myZou</td>
<td>Page 2</td>
</tr>
<tr>
<td>Make it easy!! eConsent &amp; direct deposit</td>
<td>Page 4, Page 6</td>
</tr>
<tr>
<td>View my account summary, billing statements, &amp; online transactions</td>
<td>Page 10</td>
</tr>
<tr>
<td>Check my financial aid</td>
<td>Page 15</td>
</tr>
<tr>
<td>Additional Authorized Access members – What can they see and do?</td>
<td>Page 16</td>
</tr>
<tr>
<td>Designate a secondary email address for QuikPay communications</td>
<td>Page 17</td>
</tr>
<tr>
<td>Make a payment &amp; set up a payment profile</td>
<td>Page 18, Page 25</td>
</tr>
</tbody>
</table>

Note: Pop Up Blockers must be turned off on your computer to access all of myZou’s pages

Internet Explorer ~ go to Tools → Pop-up Blocker → click Turn Off Pop-up Blocker
Safari ~ under Safari button in the drop down, uncheck Block Pop-up Windows
Firefox ~ you get pop-up message if pop-ups are blocked
Yahoo or Google toolbars ~ click Pop-ups Blocked
As a student...a
Login to myZou

Navigate:

- Go to myZou.missouri.edu.
- You can also access myZou through these websites:
  - myzou.missouri.edu
  - cashiers.missouri.edu/

- Login using the same login and password used to access your Mizzou e-mail account. For password help, call Mizzou IT at (573) 882-5000.

- Click Student Center

Welcome to myZou

The Student Center is the main page for student functionality within myZou. Students who had a previous student number, note that your new student number can be found via the Student Center, Demographic Data page. Students can also update their cell phone, text messaging or other information for emergency contact through the Student Center, Personal Information section. To access the Student Center follow the Self Service link in the left hand menu or click Student Center below:

For additional information about myZou, click here. Questions about myZou can be directed to myZou@missouri.edu. For questions about your registration, call 573-882-7981.
Note:
This screen connects you to all the other information contained in this manual

QuikPay is a secure website that houses account and billing information

All financial related information and financial transactions, such as View Bill, or Make a Payment, are done in QuikPay. Clicking on any of these topics in myZou will automatically take you to QuikPay.
As a student...
Make it easy!! eConsent & direct deposit

eConsent

eConsent can make accessing your student information as easy as going online to see latest status!

eConsent gives you **online flexibility to view** the following:

- ✔ student account and billing information, including aid disbursements and refunds
- ✔ financial aid status, including a list of steps to be completed
- ✔ financial aid awards, including the ability to accept, decline or reduce award offers
- ✔ promissory notes and loan processing information
- ✔ view appointment times and enroll in classes online
- ✔ view your grades online

eConsent also allows **online communications** such as:

- ✔ reminder notices on billing status and due date
- ✔ reminder notices of upcoming deadlines on finances
- ✔ reminder notice if financial aid file is incomplete
- ✔ notice of financial aid disbursements and refunds
- ✔ email communications to our offices regarding your account and financial aid

If you **do not** eConsent, you should know:

- ✔ you have no online access to your student account, financial aid information, or academic information
- ✔ email communications on your student account or financial aid are not permitted
- ✔ all communication is limited to mail, in person or telephone

The first time you log onto myZou the eConsent screen will pop up. Read about eConsent and at the bottom of the screen, click either ‘I agree’ or ‘I do not agree’.
Note: You can withdraw eConsent at any time by completing an eConsent Withdrawal Form available at Cashiers Office, 15 Jesse Hall or Financial Aid, 11 Jesse Hall.

If you decline eConsent, you will see nothing when you log into myZou but the option to e-Consent. Any questions regarding billing, financial aid, registration or academics must be done either in person, in writing or by phone – not by email.
**Direct deposit**

Signing up for direct deposit allows refunds from excess financial aid or overpayments to be deposited directly into your designated bank account. It is a safe, paperless way to receive your refund.

**Note:** You can sign-up, update, or cancel your direct deposit information at any time.

**Navigate:** Student Center → Manage Direct Deposit → Manage Direct Deposit (yes, twice!)

- Click to designate a checking or savings account to use
- Enter the **Routing Number** and **Account Number**; confirm **Account Number**
- An authorization screen pops up; check the box and click **Update my information**
To update direct deposit information or to cancel direct deposit
- Navigate from student center in myZou, clicking Manage Direct Deposit (twice)

The Refund Direct Deposit Signup screen pops up

**Refund Direct Deposit Signup**

**Student ID:** 88888888

**Direct Deposit Information**

**Status:** Active

**Bank Account Type**

**Routing Number** 123456789  
COMMERCE BK

**Account Number** XXXX6789

Please verify the deposit with your financial institution before disbursing or withdrawing funds. Earliest possible date for cashiers refunds to be credited to your bank account is the day before classes start; refunds may be credited later for some students.

**Where to Find Routing and Account Numbers**

The routing number is the 9 digits between the 1® symbols.

The account number is to the left of the 1® symbol.

The check number matches the number in the upper-right corner.
Click **Update Direct Deposit Information** to change existing direct deposit information.

- Edit the **Bank Account Type**, **Routing Number** and/or **Account Number**; confirm **Account Number**.
- An authorization screen pops up; check the box and click **Update my information**.

---

**Refund Direct Deposit Signup**

**Student ID:** 88888888

**Direct Deposit Information**

- **Status:** Active
- **Bank Account Type:** Checking
- **Routing Number:** 123456789 (COMMERCE BK)
- **Account Number:** 0123456789

**Direct Deposit Authorization**

I authorize the University of Missouri Cashiers Office to direct deposit my Cashiers refund(s) into the account identified above and I am an authorized signer on this account. I am aware that this direct deposit request is valid only

**Update my information**

**Cancel with no changes**

---

**Where to Find Routing and Account Numbers**

The routing number is the 9 digits between the $ symbol. The account number is to the left of the $ symbol. The check number matches the number in the upper-right corner.
Click **Cancel Direct Deposit** to cancel existing direct deposit information

An authorization screen pops up; check the box and click **Update my information**

**Note:** Any refunds will be delivered as a paper check to your local address.

You can add direct deposit again at any time.
As a student…
View my account summary, billing statements, & online transactions

Account summary

Navigate: Student Center → Account Inquiry

The Account Summary screen gives an overview of your student account where you can see:
- Summary of account
- Recent account Activity
- Recent Payments
- Pending Financial Aid or summary of disbursed Financial Aid

You can go to QuikPay from this page to make a payment, authorize users, or view your bill. Click View Bill or Make a Payment and then click continue.
### Account Summary

You owe $3,571.07. For the breakdown, access
- Adjusted Amount Due: $3,571.07
- Unbilled Activity: $0.00

### What I Owe

<table>
<thead>
<tr>
<th>Term</th>
<th>Outstanding Charges &amp; Deposits</th>
<th>Pending Financial Aid</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 Spring Semester</td>
<td>1,244.92</td>
<td></td>
<td>1,244.92</td>
</tr>
<tr>
<td>2010 Fall Semester</td>
<td>416.13</td>
<td></td>
<td>416.13</td>
</tr>
<tr>
<td>2011 Fall Semester</td>
<td>1,436.41</td>
<td></td>
<td>1,436.41</td>
</tr>
<tr>
<td>2012 Fall Semester</td>
<td>252.07</td>
<td></td>
<td>252.07</td>
</tr>
<tr>
<td>2013 Spring Semester</td>
<td>221.54</td>
<td></td>
<td>221.54</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,571.07</strong></td>
<td></td>
<td><strong>3,571.07</strong></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

**MAKE A PAYMENT**

**Remittance Addresses**

**Financial Aid**

Make a Payment, View Bill, Maintain Authorized Users
Billing statements

You can view and print current and past billing statements.

**Navigate:** Student Center → View Bill → click ‘continue’ to go to QuikPay

To see or print the latest billing statement,
- On the QuikPay sidebar, click View Accounts and then Current Statement
To see past billing statements,

- On the QuikPay sidebar, click **View Accounts** and then **Statement History**
- Click to view and/or print a specific statement

**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.
Online transactions

You can view all of your QuikPay payments and refunds. The transactions are sorted by date and show payment amount, payment method, and who made the payment.

Navigate: Student Center → View Bill → click ‘continue’ to go to QuikPay

- On the QuikPay sidebar, click Transaction History
- Click to see details on any payment

As a student...
Check my financial aid

This manual does not address the financial aid process except to identify what information can be seen on the student center screen and what information you might see on your bill.

You can view your past financial aid awards and check status on your current financial aid. You will also receive notices of any action required on your part prior to receiving financial aid, along with the ability to accept, decline or reduce any financial aid offers.

Navigate: Student Center

- Click View Financial Aid to see a summary of past and present financial aid
- Click Accept / Decline Awards to see pending financial aid awaiting your approval
As a student…

Additional Authorized Access members – What can they see and do?

No one but you can access your student account unless you set up additional authorized access members – parents, guardians, etc. – to whom you give permission to access your account.

Additional Authorized Access (AAA) allows students the ability to grant access to an authorized member to view their student information in myZou, which may include:

- **Student Account Information** – grants access to view charges on the student account and make payments on the student account via Quikpay, the payment center used by Mizzou to provide access to billing invoices and to make online payments to the student account
- **Academic Information** – grants access to view class schedule, grades, and transfer credit information
- **Directory Information** – grants access to view address, e-mail, and phone information
- **Financial Aid** – grants access to view information about awards, loans, scholarships, fellowships, and work study jobs that you have received or have been offered. If you have applied for financial aid, it includes information about the status of your application.

To grant access navigate to either:

Self Service > Additional Authorized Access

Or

Self Service > Student Center > Personal Information > Additional Authorized Access

Enter the Additional Authorized member’s name and email address and pick the access you want the member to have, then click Save. An email is sent to the member notifying them they now have a AAA account and giving them log in information.

You may have a total of 5 AAA members.

To remove an AAA member, navigate to the AAA page and select Delete, then Save. The AAA member will be sent an email notification that access has been revoked.

You can also change the access previously granted an AAA member. When access is changed, an email notification is NOT sent to the member.
As a student...
Designate a secondary email address for all communications

Your Mizzou email is your primary email for receiving all communications when you eConsent 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.

Navigate: Student Center → View Bill → click ‘continue’ to go to QuikPay

- On the QuikPay sidebar, click **User Preferences**
- Enter **secondary email address**
- Click **Save**
As a student...
Make a payment & set up a payment profile

Make a payment

Payments to your 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% fee to make a payment. This service charge will appear as a separate line item on your credit card billing statement. This 2.75% 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.

Navigate: Student Center → Make a Payment → click ‘continue’ to go to QuikPay

– From 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
Provide eCheck Information

Please enter the check information in the following fields and then click “Continue”. 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

<table>
<thead>
<tr>
<th>Student Account</th>
<th>Payment Amount: $1,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Effective Date: 08/12/2013</td>
</tr>
</tbody>
</table>

Account Information

<table>
<thead>
<tr>
<th>Holder’s Name: TestTestTest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type: CHECKING</td>
</tr>
<tr>
<td>Routing Number: 322281578</td>
</tr>
<tr>
<td>Account Number: 123</td>
</tr>
</tbody>
</table>

Billing Address Information

<table>
<thead>
<tr>
<th>Address 1: 15 Mascot Circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>City: Columbia</td>
</tr>
<tr>
<td>State: MISSOURI</td>
</tr>
<tr>
<td>Zip: 65211</td>
</tr>
</tbody>
</table>

To save your account information for future use, enter a profile name and click the checkbox.

Profile Information

<table>
<thead>
<tr>
<th>Profile Name: CHK</th>
<th>Save Profile</th>
<th>Continue</th>
<th>Cancel</th>
</tr>
</thead>
</table>
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
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>Student Account</th>
<th>Payment Amount</th>
<th>$1,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Fee*</td>
<td>$27.50</td>
<td></td>
</tr>
<tr>
<td>Total Amount:</td>
<td>$1,027.50</td>
<td></td>
</tr>
<tr>
<td>Effective Date:</td>
<td>08/12/2013</td>
<td></td>
</tr>
</tbody>
</table>

Credit Card Information

Cardholder's Name: Jerry Tiger  ⊙ Virtual Keypad
Card Type: MASTERCARD
Credit Card Number: 5454545454545454
Expiration Date: 08/2013

Billing Address Information

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

For International Address
Region / Province: 
Postal Code: 

*Service Fee is calculated as 2.75% of the payment amount.
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. A Payment Profile must be set up first if you want to schedule recurring payments.

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

**Navigate:** Student Center → Make a Payment → click ‘continue’ to go to QuikPay

- 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
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
City: Columbia
State: Missouri
Zip: 65211

**For International Address**

Region / Province: 
Postal Code: 
Country: United States

**Contact Information**

Daytime Phone: 888-888-8888
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 the myZou Payment Center”