

## **QUIKPAY® LINK IN TCC EMAILS**

### ***QuikPAY®* eBill Online Services**

#### **With *QuikPAY®* You Can:**

- Make payments on your account.
- View your current and previous statements.
- View all transaction history against your account.
- Store a Payment Profile to use for all *QuikPAY®* transactions.
- Include a secondary email address to receive notifications.
- Create Authorized Payers who can make payments against your account.

#### **To Access *QuikPAY®* from SIS**

1. Login to SIS via *myTCC* using your SIS Userid.
2. From the Student Center page, click on “Go to *QuikPAY®*” which will bring you to the *QuikPAY®* Application.

#### **To Set Up a Payment Profile**

1. On the left hand navigation menu click on “Payment Profiles.”
2. Select to add either a “Credit/Debit Card Profile” OR an “eCheck Profile.”
3. After making your selection, enter a name to identify your payment profile.
4. Enter the requested information.
5. Select “Save.”

#### **To Create an Authorized Payer**

An Authorized Payer is someone whom you authorize to make payments against your account (for example a parent, guardian, employer, etc.).

1. Navigate to “Authorize Payers” on the left hand navigation menu.
2. Select “Add New” to create an Authorized Payer (you can create up to five).
3. Enter in the required information. You will need to provide your Authorized Payer with their login credentials.
4. Select “Add” to save.

#### **To Edit or Delete your Authorized Payer**

1. Reset an Authorized Payer’s password by selecting the “edit” icon, then select “Reset Password.”
2. Delete your Authorized Payer by selecting the “delete” icon next to the Authorized Payer’s name.

### **To Add a Secondary Email Address**

1. Navigate to “User Preferences” on the left hand navigation menu.
2. Fill out your personal email address in the box next to “Secondary.”
3. Select “Save.”

### **To View Current and Previous Statements**

1. Navigate to “View Accounts” on the left hand navigation menu. If you have a statement in the system, you will see “Current Statement.”
2. To view previous statements select “Statement History” under “View Accounts” on the left hand navigation menu.
3. Select any statement there for viewing by clicking the detail icon.
4. Select the “Printable Statement” icon to print any statement.

### **To Make a Payment**

1. Navigate to “Make Payment” on the left hand navigation menu; your current balance will display at the top next to “Amount Due.”
2. Enter the amount you would like to pay in the payment amount box, select the payment method, then click “Continue.”
3. Enter payment information and click “Continue.” You will be asked to confirm your payment information.
4. Click “Confirm” for *QuikPAY*® to process your payment. Your receipt will be displayed.

### **View Transaction History**

1. Navigate to “Transaction History” on the left hand menu.
2. Select detail icon to view details of past transactions.

**For assistance please call 757-822-1122, (800) 371-0898, or email [info@tcc.edu](mailto:info@tcc.edu)**