Make a Payment

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

View Transaction History

- Navigate to "Transaction History" on the left hand menu
- Previous Transactions made by you and your Authorized Payer(s) will display
- To view details of the transaction, select the detail icon

Mountain Empire Community College 3441 Mountain Empire Road Big Stone Gap, VA 24219



New to MECC! QuikPAY® Online Services

With QuikPAY®

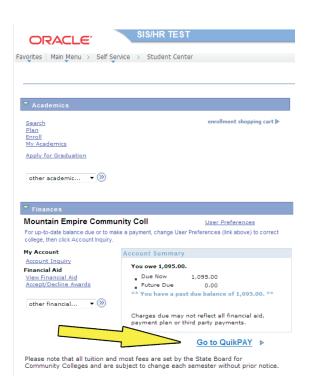
You Can...

- Store a Payment Profile to use for all QuikPAY® Transactions
- Create Authorized Payers that can make payments against your account
- Include a Secondary Email address to receive notifications
- Make Payments against your account
- View all Transaction History for your account

For assistance please call 276-523-7475 or email: eCashier@mecc.edu

Access QuikPAY® from MECC OnLine (PeopleSoft SIS)

- Login to MECC Online and select PeopleSoft SIS using your UserID
- 2. Select Self Service from the menu, then select Student Center
- From the Student Center, click on the "Go to QuikPAY" link. Always allow pop-up blockers from this site
- This will take you to the QuikPAY® Application and you will land on the QuikPAY® Message Board



Setup a QuikPAY® Payment Profile

- 1. On the left hand navigation menu select "Payment Profiles"
- Add either a "Credit/Debit Card Profile" OR an "eCheck Profile"
- 3. After making your selection, enter a name to identify the payment profile
- 4. Next, enter in the requested payment information
- 5. Select "Save"

Create an Authorized Payer

- 1. An Authorized Payer is someone that you authorize to make payments against your account (for example a Parent, Guardian, Aunt, Uncle, etc.)
- 2. Select "Authorize Payers" from the left hand navigation menu
- 3. Select "Add New" to create an Authorized Payer (you may create up to five)
- Enter in the requested information. You will need to provide your Authorized Payer with their login credentials
- 5. Select "Add" to save

Edit or Delete an Authorized Payer

- You may reset an Authorized Payer's password by selecting the "edit" icon, then select "Reset Password"
- You may delete any Authorized Payer by selecting the "delete" icon next to the Authorized Payer name

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"
- Select "Save"

Other Information:

- Partial payments on your account should be made at the Business Office either in person or by phone
- Refunds resulting from eCheck payments will be refunded by check from the Treasurer of Virginia
- 3. Refunds resulting from credit card payments will be refunded to the credit card that made the payment
- After a payment has been made, it may be necessary to log out of your QuikPAY online account and log back in to refresh the system and view your updated account balance