



## 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](mailto:eCashier@mecc.edu)

### Access QuikPAY® from MECC OnLine (PeopleSoft SIS)

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

The screenshot shows the Oracle PeopleSoft SIS interface. At the top, it says 'ORACLE' and 'SIS/HR TEST'. Below that, there are navigation links: 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. The 'Academics' section is expanded, showing links for 'Search', 'Plan', 'Enroll', 'My Academics', and 'Apply for Graduation'. Below this is a search box labeled 'other academic...'. The 'Finances' section is also expanded, showing 'Mountain Empire Community Coll' and 'User Preferences'. Below this is a 'My Account' section with links for 'Account Inquiry', 'Financial Aid', 'View Financial Aid', and 'Accept/Decline Awards'. A 'Go to QuikPAY' link is highlighted with a yellow arrow. At the bottom, there is a note: 'Please note that all tuition and most fees are set by the State Board for Community Colleges and are subject to change each semester without prior notice.'

### 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”
3. Enter in the amount you would like to pay in the Payment Amount box and then select your payment method. Click “Continue”
4. Enter payment information, and click “Continue”. You will be asked to confirm your payment information
5. Click “Confirm” for QuikPAY® to process your payment, and your receipt will be displayed

### View Transaction History

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

### Setup a QuikPAY® Payment Profile

1. On the left hand navigation menu select “Payment Profiles”
2. 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)
4. 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

1. You may reset an Authorized Payer’s password by selecting the “edit” icon, then select “Reset Password”
2. 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”
3. Select “Save”

### Other Information:

1. Partial payments on your account should be made at the Business Office either in person or by phone
2. 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
4. 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