

QuikPAY Instructions for First Time Users

Step 1: Student Logs into MyWCU account @ www.wcupa.edu

Step 2: Click on QuikPay ePayment & eBill to view student E bill & make E-payments

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Services for Students My Page

Student Information

WCU Announcements
This Week at WCU
Viewing Grades for Summer 2007 First Session
More...
View All Articles and Sections

Student Self-Service

Self-Scheduling
Registrars Office
E.O.Bull 155
610-436-3541
610-436-2943 (Graduate)

Financial Aid
Financial Aid Office
E. O. Bull 138
610-436-2627

Student Financials (Bursar)
Bursar Office
E. O. Bull 164
Telephone: 610-436-2652
Fax: 610-436-3049

Personal Information
For Questions about your Personal Information Contact the Registrars Office
610-436-3541

[Enrollment Appointment](#)
[Enroll in a Class](#)
[My Class Schedule](#)
[My Weekly Schedule](#)
[Enrollment Verification](#)
[Advisors](#)
[Apply for Graduation](#)
[Search Class Schedule](#)
[Search Course Catalog](#)

[AES](#)
[FAFSA on the web](#)
[NSLDS Student Access](#)
[Website](#)
[Awards](#)
[Accept/Denial Financial Aid](#)

[Bursar Home Page](#)
[Tuition and Fees](#)
[Account Summary](#)
[Quikpay ePayment & eBill](#)
[Return Status](#)
[Activate Student Account](#)

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Step 3: To view E-bill click on View Accounts

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Joe Student Privacy Policy Contact Us Log Off

Message Board

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Message Board

Welcome to the QuikPAY[®] system. Through QuikPAY[®], you are conveniently able to:

- manage your payment profiles
- authorize others to make payments on your behalf
- view your account status
- quickly make payments to your account
- and more - all online!

Please choose from the list of options located in the column to the left.

QuikPAY[®] also offers context-sensitive help. Simply click on the question mark next to a field to get help.

Step 4: To print a statement click Printable Statement

myWCU Home Add to My Links Sign Out West Chester University

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Statement

Account: Tuition and Fees Account Actions Select Action

Student Id: 0123456 Statement Date: Nov 17, 2006
Amount Due: \$0.00 Due Date: Dec 12, 2006
Previous Balance: \$0.00

[Printable Statement](#)

Session	Date	Description Of Item	Charges	Credits
N/A	N/A	Total From Previous Bill:	\$0.00	
07 Spring	Nov 17, 2006	General Fee	\$565.00	
07 Spring	Nov 17, 2006	Technology Fee	\$62.50	
07 Spring	Nov 17, 2006	UG Instate Tuition Spring	\$2,519.00	
07 Spring	Nov 17, 2006	Management Dependent Waiver		\$2,519.00
07 Spring	Nov 17, 2006	North Campus Double Room	\$2,110.00	
07 Spring	Nov 17, 2006	Flex Meal Plan	\$100.00	
07 Spring	Nov 17, 2006	Block 175 Meal Plan	\$853.00	
** TENTATIVE FINANCIAL AID **				
07 Spring	Nov 17, 2006	Stafford Unsubsidized Loan		\$1,750.00
07 Spring	Nov 17, 2006	WCU Grant		\$3,720.00

Step 5: Your printable statement will look like this.



OFFICE OF THE BURSAR
ROOM 164 E.O. BULL. CENTER
WEST CHESTER, PA 19383
(610) 436-2552
(610) 436-3049 (FAX)
www.wcupa.edu

Semester Bill

Payments received after due date are subject to \$50.00 late payment fee.

STATEMENT DATE	06/30/06	PRIOR AMT. DUE	\$0.00
DUE DATE	08/10/06	TOTAL AMT. DUE	\$3,347.00

SESSION	STUDENT ID.#	AMOUNT PAID	PAYMENT PLAN
2075	0123456	\$	<input type="checkbox"/> Here for Partial Payment Plan <input checked="" type="checkbox"/> \$35 Non Refundable Fee Fall and Spring Term Only

YOUR SCHEDULE WILL BE CANCELLED UNLESS YOU DO ONE OF THE FOLLOWING:
 1. Pay total amount due by due date.
 2. Use payment plan by due date (see instructions on back).
 3. If total amount due=0, activate account via myWCU by due date or return top portion of bill by due date.

No bills will be sent. See reverse for meal plan options.

See Below For Payment Methods

Joe Student
123 Any Street
Your Town PA 19000

West Chester University/SSHE
P.O. Box 931561
Cleveland, OH 44193-1720

RETURN TOP STUB WITH YOUR PAYMENT

IMPORTANT TELLING MESSAGE

Classes begin August 28th. Please return your bill with payment by the due date to avoid a \$50.00 late payment fee and cancellation of your schedule. The Commonwealth of PA subsidizes \$4040 of instructional cost per full time equivalent PA student.

SESSION	DATE	DESCRIPTION OF ITEM	CHARGES	CREDITS
Total From Previous Bill:			0.00	
06 Fall	06/29/06	General Fee	162.00	
06 Fall	06/29/06	Technology Fee	47.00	
06 Fall	06/29/06	Graduate Out-of-state Tuition	3,138.00	
STATEMENT DATE		STUDENT ID #/NAME	\$3,347.00	DUE DATE
06/30/06		0123456/Joe Student		08/10/06

PAYMENT METHODS

- By mail:** Payment can be made by check or money order and mailed to the address indicated on the bill. Please include the remittance part of the bill and include the student ID on the check.
- Electronic Check (E-check) on-line through QuickPAY:** If paying with an e-check, there will not be a convenience fee.
- Credit card on-line through QuickPAY:** If paying with a credit card, a convenience fee of 2.75% will be assessed by our vendor. Our vendor will accept Mastercard, Amex and Discover. You will receive two charges on your card, one for West Chester University and one for the convenience fee from our vendor.
- In person:** Checks, money orders and cash will be accepted.

All students: See additional instructions at end

Step 6: Set up a list of Authorized Payers, allowing them to make E-payments on your account

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Authorized Payers

Through QuikPAY[®], you are able to authorize others to make payments to your personal accounts.

- To create a new authorized payer, please click "Add New" button.
- To modify a currently authorized payer, please click "Edit" icon.
- To delete a currently authorized payer, please click "Delete" icon.

Add New

Edit	Delete	Name	Login Name	Email
		Joe Student's Mom	Joes Mom	momof joe@hotmail.com

Step 7: Make a credit card payment or E-check payment on-line.

- Click the Yes box if selecting the Payment Plan or leave blank if paying in full
- Fill in amount of payment
- Select payment type (E-check or credit card)

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Enter Payment Amount

Please complete this form and click "Continue" button.

Account: Tuition and Fees
Due Date: 08/10/2006
Amount Due: \$207.50
Statement Balance: \$207.50
Payment Plan - click for Yes: Yes No
Payment Amount:
Payment Method:

Continue Cancel

Payment Plan Option
You have the option of paying for your semester charges in installments by clicking "yes" in the payment plan box above and submitting your initial payment by the due date. There is a \$35 non-refundable semester charge for this service. Prior balances are not subject to this plan and must be paid in full to avoid cancellation.
To calculate your initial payment, divide "Amount Due" by 4 and add the \$35 partial payment fee.
**You will receive statements for your remaining 3 installments. Failure to make any of your installment payments on time will result in a \$25 late fee per installment.

Example
If the Total Amount Due is \$1,000.00

Divide the Amount Due by 4	\$1,000.00 / 4	=	\$250.00
Add the \$35.00 partial payment fee	\$250.00 +	\$35.00	= \$285.00

**Click Yes for Payment Plan
Leave blank if paying in full.**

***The amount in this box will always reflect the account balance as of the last billing statement.
* Each time you make a payment, you will need to change the figure in this box to reflect the amount you are paying.**

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Enter Payment Amount

Please complete this form and click "Continue" button.

Account: **Tuition and Fees**
 Due Date: 08/10/2006
 Amount Due: \$207.50
 Statement Balance: \$207.50
 Payment Plan - click for Yes:
 Payment Amount:
 Payment Method:

Select Payment Method

Payment Plan Option
 You have the option of paying for your semester charges in installments by clicking "Yes" in the payment plan box above and remitting your initial payment by the due date. There is a \$35 non-refundable semester charge for this service. Prior balances are not subject to this plan and must be paid in full to avoid cancellation.
 To calculate your initial payment, divide "Amount Due" by 4 and add the \$35 partial payment fee.
 * You will receive statements for your remaining 3 installments. Failure to make any of your installment payments on time will result in a \$25 late fee per installment.

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Divide the Amount Due by 4	\$1,000.00 /	4 =	\$250.00
Add the \$35.00 partial payment fee	\$250.00 +	\$35.00 =	\$285.00

Step 8: Complete ALL payment information (**ALL FIELDS ARE REQUIRED!**)

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Provide eCheck Information

Please enter your check information in the following fields and then click "Continue" button.

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

Tuition and Fees	Payment Amount	\$207.50
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Account Information

Holder's Name:

Account Type:

Routing Number:

Account Number:

Billing Address Information

Address 1:

(optional) Address 2:

City:

State:

Zip:

Step 9: Confirm payment: MAKE SURE PAYMENT AMOUNT IS CORRECT

Joe Student [Privacy Policy](#) [Contact Us](#) [Log Off](#)

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Is this eCheck information correct?

Please confirm that your eCheck information is entered correctly.

- To submit a payment, please click "Confirm" button.
- To make changes, please click "Edit" button.
- To cancel a payment, please click "Cancel" button.

Current Payment	
Tuition and Fees	Payment Amount: \$10.00

Profile Information	
Profile Name:	Mom's Check

Account Information	
Holder's Name:	Mom of Joe
Account Type:	CHECKING
Routing Number:	0123456789
Account Number:	789456123

Billing Address Information	
Address 1:	123 Your Road
City:	Yourtown
State:	PA
Zip:	19000

Contact Information	
Daytime Phone:	(610)436-0000

[Confirm](#) [Edit](#) [Cancel](#)

Step 10: View & Print Receipt

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Transaction Details

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Payment	
Payment made by: Joe's Mom	
Confirmation Number: 1023	
Payment Date:	Aug 11, 2006 at 9:54 AM EDT
Effective Date:	Aug 11, 2006
Primary User ID:	123456
Primary User Name:	Joe Student
Account:	Tuition and Fees
Payment Amount:	\$10.00
Service Charge:	\$0.00
Total Amount:	\$10.00
Holder's Name:	Joe's Mom
Payment Method:	CHECKING *****4321
Payment Plan:	false
Billing Address Info: 123 Your Road Yourtown PA 19000	
Contact Info: (610)436- 0000(daytime phone)	

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