












How to Make an Online Payment

Step 1: Login to myTyler using your username and password

Step 2: Select “VCCS SIS: Student Information System” from the welcome page

My Tools

-  Blackboard
-  VCCS SIS: Student Information System 
-  VCCS HR: Human Resource System
-  VCCS AIS: Administrative Information System
-  Gmail
-  Library Services
-  Virginia Education Wizard
-  ACT Compass Test Info

-  View My Information
-  Change My Password

Step 3: Select “Self Service”

Favorites | Main Menu













Step 4: Select "Student Center" from menu

Favorites | Main Menu > Self Service

Main Menu >

Self Service

Navigate to your self service information and activities.

 Student Center Use the student center to manage school related activities.	 Class Search / Browse Catalog Find classes that match your selection criteria, or browse the course catalog by subject. Class Search Browse Course Catalog	 Apply for Admission Apply for admission using the Online Admissions Application only if you are unable to enroll in classes at the desired institution.
 Academic Planning Build your academic planner My Planner Enrollment Shopping Cart My Course History	 Enrollment View appointments, plan and enroll in classes, view student and exam schedules. Enrollment Dates My Class Schedule My Weekly Schedule 6 More...	 Campus Finances View your account, make an electronic payment, view and accept your financial aid awards. Account Inquiry Make a Payment Accept/Decline Awards View Financial Aid
 Campus Personal Information Maintain your personal information and review holds and to dos pending to your record. Addresses Names Phone Numbers 9 More...	 Academic Records View grades and advisors and request transcripts and verification reports. Request Official Transcript View Unofficial Transcript My Course History My Advisors	 Degree Progress/Graduation View your degree progress report and apply for graduation. My Academic Requirements View What-if Report Apply for Graduation
 Transfer Credit Evaluate classes for transfer and view your transfer credit report. View Transfer Credit Report		

Step 5: Select "Go to QuikPay" under Finances section

Note: To access QuikPay please make sure you have disabled all pop-blockers on your computer or hold the CTRL key and select "Go to QuikPay" to bypass the pop-up blocker.

The recommended browser to use to access QuikPay is Internet Explorer. Some users may not be able to access QuikPay using the following Internet Browsers: Google Chrome, Mozilla Firefox, and Apple Safari.

Favorites | Main Menu > Self Service > Student Center

Tyler's Student Center

Academics

[Search](#) [enrollment shopping cart ▶](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Apply for Graduation](#)

other academic... ▼ >>

Finances

John Tyler Community College [User Preferences](#)

For up-to-date balance due or to make a payment, change User Preferences (link above) to correct college, then click Account Inquiry.

My Account
[Account Inquiry](#)
[Apply Nelnet Payment Plan](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... ▼ >>

Account Summary

You owe 1,691.00.

■ Due Now	0.00
■ Future Due	1,691.00

Charges due may not reflect all financial aid, payment plan or third party payments.

[Go to QuikPAY ▶](#)

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.

Step 6: This will bring you to the QuikPay® Payment System



Privacy Policy Contact Us Log Off

Message Board

Payment Profiles
Authorize Payers
User Preferences
Make Payment
Transaction History
Messages

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 7: Navigate to “Make Payment” on the left hand navigation menu



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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 8: Your current balance will display at the top next to "Amount Due"



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- Message Board
- Payment Profiles
- Authorize Payers
- User Preferences
- Make Payment**
- Transaction History
- Messages

Enter Payment Amount

Please enter in the amount you want to pay and click "Continue" button.

Account: Cashier - Business Office
Amount Due: \$1,691.00
Payment Amount:
Payment Method:

Continue

Step 9: Enter in the amount you would like to pay in the Payment Amount box and then select your payment method. Click "Continue"



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- Message Board
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- Make Payment**
- Transaction History
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Enter Payment Amount

Please enter in the amount you want to pay and click "Continue" button.

Account: Cashier - Business Office
Amount Due: \$1,691.00
Payment Amount:
Payment Method:

Continue

Step 10: Enter payment information. On this page you can also create a payment profile to save your account information for future use.

Provide Credit Card Information

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		
Cashier - Business Office	Payment Amount:	\$1,000.00
	Effective Date:	03/28/2012

Credit Card Information	
Cardholder's Name:	<input type="text" value="John Tyler"/> Virtual Keypad
Card Type:	<input type="text" value="VISA"/>
Credit Card Number:	<input type="text" value="4111111111111111"/>
Expiration Date:	<input type="text" value="04"/> / <input type="text" value="2015"/>

Visa & MasterCard are only accepted

Billing Address Information	
Address 1:	<input type="text" value="123 John Tyler Way"/>
(optional) Address 2:	<input type="text"/>
City:	<input type="text" value="Chester"/>

For U.S. Address	
State:	<input type="text" value="VIRGINIA"/>
Zip:	<input type="text" value="23831"/>

For International Address	
Region / Province:	<input type="text"/>
Postal Code:	<input type="text"/>

Country:	<input type="text" value="UNITED STATES"/>
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Contact Information	
Daytime Phone:	<input type="text" value="(804) 123-4567"/> <small>e.g. (555) 555-1212x123 OR +31 42 123 4567</small>

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

Profile Information ?	
Profile Name:	<input type="text" value="John's Visa"/> <input checked="" type="checkbox"/> Save Profile

Enter profile name to save payment information

Step 11: Click "Continue". You will be asked to confirm your payment information

Provide Credit Card Information

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	
Cashier - Business Office	Payment Amount: \$1,000.00
	Effective Date: 03/28/2012

Credit Card Information	
Cardholder's Name:	<input type="text" value="John Tyler"/>
Card Type:	<input type="text" value="VISA"/>
Credit Card Number:	<input type="text" value="4111111111111111"/>
Expiration Date:	<input type="text" value="04"/> / <input type="text" value="2015"/>

Virtual Keypad

Visa & MasterCard are only accepted

Billing Address Information	
Address 1:	<input type="text" value="123 John Tyler Way"/>
(optional) Address 2:	<input type="text"/>
City:	<input type="text" value="Chester"/>

For U.S. Address	
State:	<input type="text" value="VIRGINIA"/>
Zip:	<input type="text" value="23831"/>

For International Address	
Region / Province:	<input type="text"/>
Postal Code:	<input type="text"/>

Country:	<input type="text" value="UNITED STATES"/>

Contact Information	
Daytime Phone:	<input type="text" value="(804) 123-4567"/>
<small>e.g. (555) 555-1212x123 OR +31 42 123 4567</small>	

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

Profile Information ?	
Profile Name:	<input type="text" value="John's Visa"/> <input checked="" type="checkbox"/> Save Profile

Enter profile name to save payment information


Step 12: Click "Confirm" for QuikPAY® to process your payment, and your receipt will be displayed

Is this Credit Card information correct?

Please review your credit card information.

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

Current Payment	
Cashier - Business Office	Payment Amount: \$1,000.00
	Effective Date: 03/28/2012
Profile Information	
Profile Name: John Visa	
Credit Card Information	
Cardholder's Name: John Tyler	
Card Type: VISA	
Credit Card Number: *****1111	
Expiration Date: 04/2015	
Billing Address Information	
Address 1: 123 John Tyler Way	
City: Chester	
State: VA	
Zip: 23831	
Contact Information	
Daytime Phone: (804)123-4567	

 **Confirm** **Edit** **Cancel**

Step 13: Your receipt will be displayed

Payment Receipt

This is your receipt.

Please click the Print icon to generate a printer-friendly version for your records.

 [Print](#)

The payment has been submitted by John Tyler. Thank you.

Confirmation Number: **5000769920**

Payment Date: Mar 28, 2012 at 11:44 AM, EDT

Effective Date: Mar 28, 2012

Primary User Id: 6000277

Primary User Name: John Tyler

Account: Cashier - Business Office

Payment Amount: \$1,000.00

Cardholder's Name: John Tyler

Payment Method: VISA *****1111

Billing Address Info: 123 John Tyler Way
Chester, VA 23831

Contact Info: (804)123-4567 (daytime phone)

John Tyler Community College has received your payment and your account has been updated