

A Guide to QuikPAY[®]

Online Payment Services for John Tyler Community College

ABOUT QuikPAY

All Visa and MasterCard payments can be made online via the credit/debit card processing system called QuikPAY.

QuikPAY is only accessible through the Student Center in the Student Information System

in myTyler (www.jtcc.edu/myTyler).

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 e-mail address to receive notifications
- Make payments against your account
- View all transaction history against your account

Need help?

The Information Center will provide assistance on how to navigate through the QuikPAY system.

INFORMATION CENTER

[myTyler HelpDesk](#) Phone: 804-706-5096

[Switchboard](#) Phone: 804-796-4000

[E-mail](mailto:mytylerhelpdesk@jtcc.edu): mytylerhelpdesk@jtcc.edu

TUITION DEADLINE

During the general registration period, all tuition and fees are due by 5:00 p.m. on the Friday of the week you register. Students not paying all calculated tuition and fees by the payment due date will be dropped from class rolls.

How Do I Find QuikPAY?

- Login to myTyler
- Select VCCS: Student Information System
- Select Student Center
- Select Go to QuikPay
- Users will be directed to a new window for QuikPay

***Please note:** Internet Explorer is the recommended browser to access QuikPAY. You may also have to disable pop-up blockers on your computer.*

Learn to navigate the
QuikPAY system



HOW TO NAVIGATE THE QuikPAY SYSTEM

To access QuikPay, disable all pop-up blockers on your computer or hold the CTRL key and select "Go to QuikPay" to bypass the pop-up blocker. **Internet Explorer is the recommended browser to access QuikPay.** Some users may not be able to access the system with these browsers: Google Chrome, Mozilla Firefox, and Apple Safari.

Access QuikPAY

1. Login to myTyler using your username and password.
2. Select "VCCS SIS: Student Information System" from the welcome page.
3. Select "Self Service".
4. Select "Student Center" from menu.
5. Select "Go to QuikPAY" under Finances section.
6. This will bring you to the QuikPAY Payment System.

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 in payment information. You also have the option to create a payment profile to save your account information for future use.
5. Click "Continue". You will be asked to confirm your payment information.
6. Click "Confirm" for QuikPAY to process your payment, and your receipt will be displayed.

Setup a Payment Profile

A payment profile allows you to save your payment method information.

1. On the left hand navigation menu click on "Payment Profiles".
2. Select to add a "Credit/Debit Card Profile"
3. After making your selection, enter a name to identify your payment profile.
4. Next, enter in the requested payment information.
5. Select "Save".

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 magnifying glass icon.

Create an Authorized Payer

An Authorized Payer is someone who you authorize to make payments against your account (for example a parent, guardian, aunt, uncle, 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 requested information. You will need to provide your Authorized Payer with their login credentials.
4. Select "Add" to save.
5. The Authorized Payer will receive an e-mail providing a link to access the authorized payer site along with their username. An authorized user will only have access to their payment information and the amount due on the student's account.

Edit or Delete your Authorized Payer

1. You can reset an Authorized Payer's password by selecting the "edit" icon, then select "Reset Password".
2. You can delete your Authorized Payer by selecting the "delete" icon next to the Authorized Payer's name.

Add a Secondary E-mail Address

1. Navigate to "User Preferences" on the left hand navigation menu.
2. Enter your personal e-mail address in the box next to "Secondary".
3. Select "Save".