How to Make a Payment as an Authorized Payer

Important notes to remember:

- An authorized payer may not accept charges for a student. Only the student can do this, and the recommended way is online through his/her myRedDragon account.
- An authorized payer will be prompted to enter a payment amount. Paying the minimum amount due or an amount less than the full balance will result in the student being enrolled in the monthly payment program and a $45 application fee being added to the student's account.
- Authorized payers are granted limited online online access to a student's financial information. Being granted such access is not the same as being granted permission to discuss the details of an account via a FERPA privacy release.
- View pdf printable statement version of the billing statement for due dates, billing messages, and other payment information
- Plan to review the Quik Pay account not less than monthly as billed charges and financial aid amounts could change from the initial semester bill and/or as the result of add/drop activity

1) **Select "Make Payment"**

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Test Student [Sample T. Student]

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Message Board

Please review the PDF of the most recent billing statement for due dates and special intructions. Because your account was set up by a student and not by you, special measures must be taken to ensure your security and privacy:

- Change your password the first time you log in This is a critical security measure. Since a student created your default password, the system should prompt you to change your password the first time you log in. If this didn't happen, you should immediately change your password by clicking "Change Password" on the menu.

- Confirm your email address. In the event that you lose your password, you can request that the system send a temporary password to your primary email address. This makes it imperative that your personal email address is stored correctly by the QuikPay system.

By ensuring that you have selected a secure and secret password and have confirmed your email address, you can safely use all of the features of this site, including storing payment profiles online, with confidence that you are the only person who will have access to the information.

Please note that if a student has authorized you to make payment on their account, they are still responsible for confirming their attendance, processing Alumni Fee waivers, and accepting their financial responsibility via their myRedDragon account.
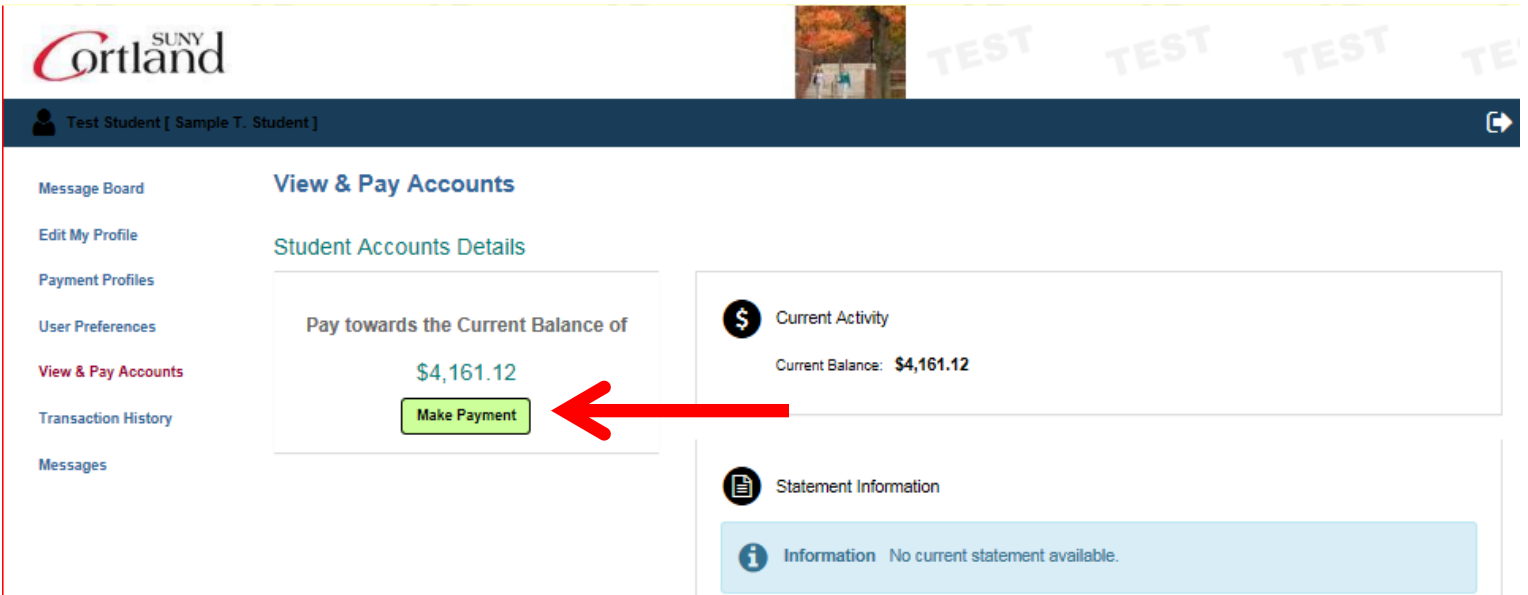
Authorized payers will be prompted to enter amount(s) & term/semester for which you wish to make payment(s). Please review current pdf billing statements online before proceeding to "Make Payment."

MONTHLY PAYMENT PLAN PAYMENTS AND BILLING STATEMENT ARE DUE BY THE 15TH OF EACH MONTH.
- If the 15th falls on a weekend or holiday, payments are due the next business day.
- Payments received after 5:30PM will be posted on the NEXT business day.
- Late fees will be applied to payments received after 5:30PM on the 15th of each month.
- Missed, late, or partial payments will be charged late payment fees.

If you have questions on how to use your account, you may contact the Student Accounts Office for assistance at 607-753-2313 during normal business hours.

5) You will need to click Make Payment to choose the term/semester, enter the amount you are paying, and chose a payment method.

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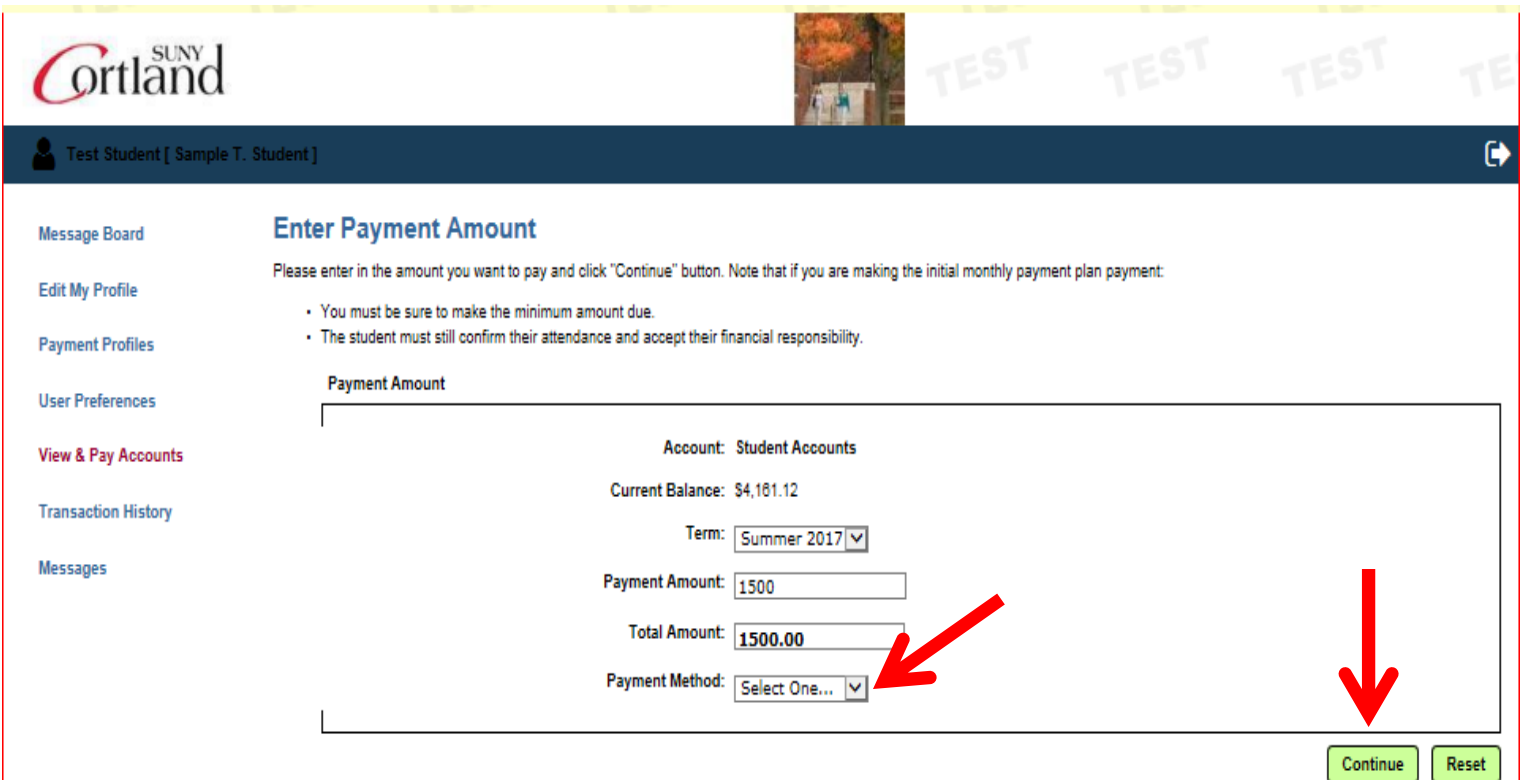**View & Pay Accounts**

Student Accounts Details

Pay towards the Current Balance of

$4,161.12

Make Payment

$ Current Activity

Current Balance: **$4,161.12**

📄 Statement Information

ℹ️ Information No current statement available.

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Test Student [Sample T. Student]

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Enter Payment Amount

Please enter in the amount you want to pay and click "Continue" button. Note that if you are making the initial monthly payment plan payment:

- You must be sure to make the minimum amount due.
- The student must still confirm their attendance and accept their financial responsibility.

Payment Amount

Account:	Student Accounts
Current Balance:	$4,161.12
Term:	Summer 2017
Payment Amount:	1500
Total Amount:	1500.00
Payment Method:	Select One...

Continue   Reset

6) Provide requred data and select "Confirm." To facilitate future payments, assign and save a profile name. This will allow you to pay the bill without re-entering all the required fields again.

Provide Credit Card Information

Please enter your credit card information in the following fields, then click "Continue" button.
NOTE: All fields are required.

For help, please click on the question mark next to a field.

Current Payment

Student Accounts	Payment Amount:	$1,500.00
	Effective Date:	08/28/2017

Credit Card Information

Cardholder's Name:	Test Student	❯ Virtual Keypad
Card Type:	VISA	
Credit Card Number:	4111111111111111	
Expiration Date:	07 / 2018	

Billing Address Information

Address 1:	1 Main St
(optional) Address 2:	
City:	Cortland

For U.S. Address

State:	NEW YORK
Zip:	13045

For International Address

Region / Province:	
Postal Code:	
Country:	UNITED STATES

Contact Information

Daytime Phone:	(607)123-4567
	e.g. (555) 555-1212x123 OR +31 42 123 4567
Email Address:	brian.crocker@cortland.edu

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

Profile Information ❓

Profile Name:	APtest ✕ ☑ Save Profile

To facilitate future payments, assign and save a profile name

[Continue]   [Cancel]

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Test Student [Sample T. Student]

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7) Review the information you provided and if it is accurate, click "Confirm."

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👤 Test Student [Sample T. Student] ➡

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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

Student Accounts	Payment Amount:	$1,500.00
	Effective Date:	08/28/2017

Profile Information

Profile Name: APtest

Credit Card Information

Cardholder's Name: Test Student

Card Type: VISA

Credit Card Number: ending with 1111

Expiration Date: 07 / 2018

Billing Address Information

Address 1: 1 Main St

City: Cortland

State: NY

Zip: 13045

Contact Information
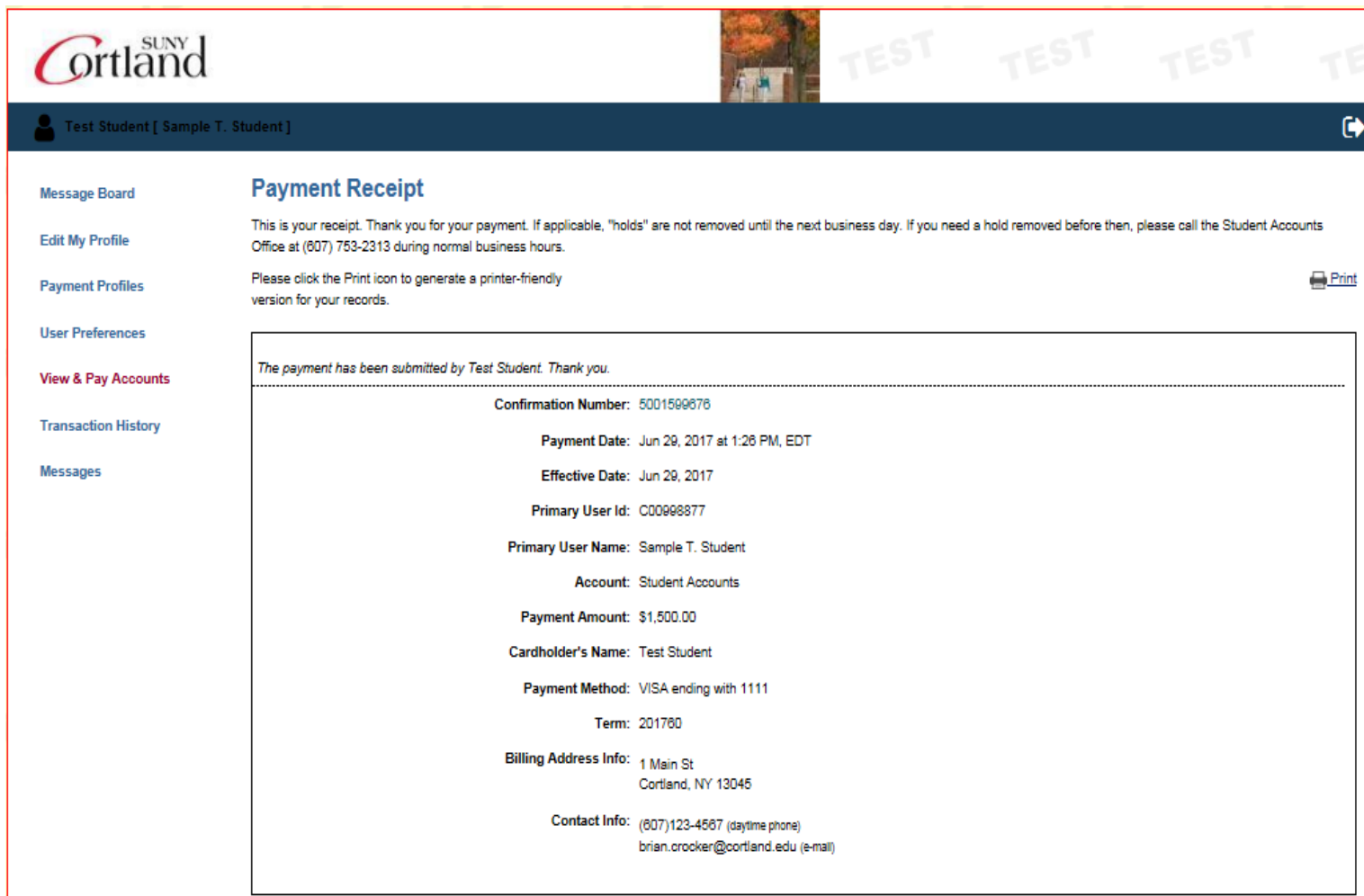
Daytime Phone: (607)123-4567

Email Address: brian.crocker@cortland.edu

⬇

| Confirm | Edit | Cancel |

8. **You will receive confirmation of your payment *and* you will also receive an email confirming your payment. We suggest you print a copy for your records.**

9. **A confirmation email will be sent to the Authorized Payers email address with the following:**

Test Student,

A credit card payment for Sample T. Student in the amount of $1,500.00 was approved on 06/29/2017 at 01:26 PM.

The confirmation number is 5001599676.

Regards,

QuikPAY Online Services