# Southside Virginia Community College
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
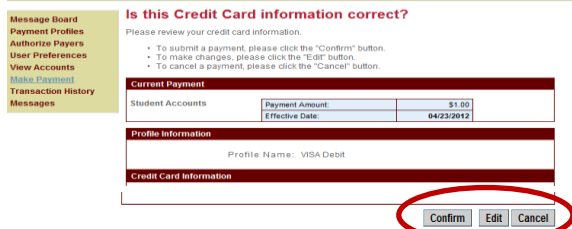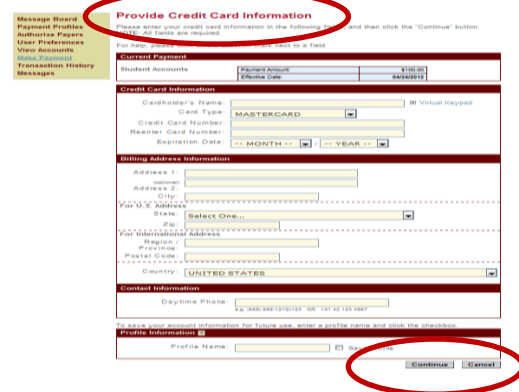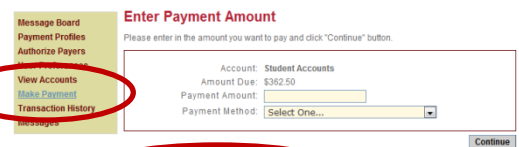- View all Transaction History against your account

To Access *QuikPAY®* from SIS Peoplesoft

1. Log into the MySVCC webpage (on the www.southside.edu home page)
2. Navigate to "Student Center" under the Student Information System
3. Under the "Finances" area, click the "Go To QuickPay"
4. This will bring you to the *QuikPAY®* Application and you will land on the *QuikPAY®* Message Board
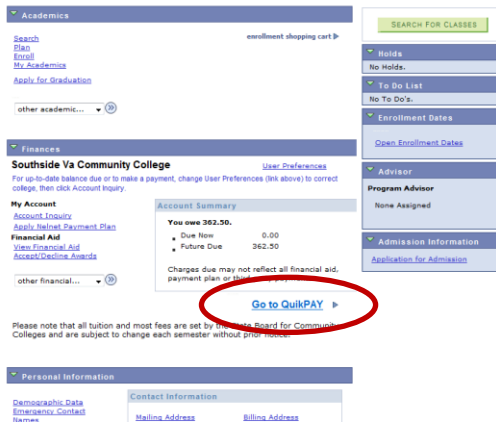
To Make a Payment

1. Log into the MySVCC webpage (on the www.southside.edu home page)
2. Navigate to "Student Center" under the Student Information System
3. Under the "Finances" area, click the "Go To QuickPay"
4. Navigate to the "Make Payment" link in the menu on the left
5. Your Current Balance will display at the top next to "Amount Due"
6. Enter in the amount you would like to pay in the Payment Amount box and then select your payment method. Click "Continue"
7. Enter in payment information, and click "Continue". You will be asked to confirm your payment information
8. Click "Confirm" for *QuikPAY®* to process your payment, and your receipt will be displayed

a. You may get a message that says " Processing Payment" – wait and your receipt will appear shortly.

Processing Payment

Processing your payment could take up to 1 minute, please wait until you receive the receipt page.

a. The status of your payment will be posted at the bottom of your receipt.

Message Board
Payment Profiles
Authorize Payers
User Preferences
View Accounts
Make Payment
Transaction History

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 Wendy   ! Thank you.

Southside Virginia Community College has received your payment and your account has been updated

View Transaction History

1. Log into the MySVCC webpage (on the www.southside.edu home page)
2. Navigate to "Student Center" under the Student Information System
3. Under the "Finances" area, click the "Go To QuickPay"
4. Navigate to "Transaction History" on the left hand menu
5. Previous Transactions made by you and your Authorized Payer(s) will display
6. To view details of the transaction, select the detail icon
   a. The icon produces another copy of the receipt

Message Board
Payment Profiles
Authorize Payers
User Preferences
View Accounts
Make Payment
Transaction History
Messages

Online Transaction History

Listed below are all online transactions made to your account. To view transaction details, click the appropriate "Detail" icon.
NOTE: Invalid transactions are identified by the "Invalid Transaction" icon next to the confirmation number.

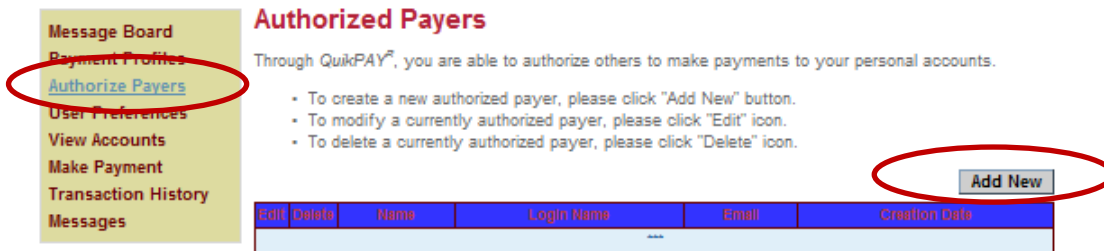| Detail	Confirmation Number	Date	Amount	Account	Payment Method	Payer
🔍	274515241	04/23/12	$1.00	Student Accounts	CHECKING	Wendy I
🔍	274515047	04/23/12	$1.00	Student Accounts	VISA	Wendy I

To Setup a Payment Profile

1. Log into the MySVCC webpage (on the www.southside.edu home page)
2. Navigate to "Student Center" under the Student Information System
3. Under the "Finances" area, click the "Go To QuickPay"
4. On the left hand navigation menu click on "Payment Profiles"
5. Select to add either a "Credit/Debit Card Profile" OR an "eCheck Profile"
6. After making your selection, enter a name to identify your payment profile
7. Next, enter in the requested payment information
8. Select "Save"

Message Board
Payment Profiles
Authorize Payers
User Preferences
View Accounts
Make Payment
Transaction History
Messages

Payment Profiles

Your existing payment profiles are listed below.

- To add a new Credit Card Profile, please click "Add Credit/Debit Card Profile" button.
- To add a new eCheck Profile, please click "Add eCheck Profile" button.

[Add Credit/Debit Card Profile] [Add eCheck Profile]

Edit	Delete	Profile
📝	✕	BBT Visa (VISA)
📝	✕	Checking (CHECKING)

To Create an Authorized Payer

An Authorized Payer is someone that you authorize to make payments against your account (for example a Parent, Guardian, Aunt, Uncle, etc.)

1. Log into the MySVCC webpage (on the www.southside.edu home page)
2. Navigate to "Student Center" under the Student Information System
3. Under the "Finances" area, click the "Go To QuickPay"
4. Navigate to "Authorize Payers" on the left hand navigation menu
5. Select "Add New" to create an Authorized Payer (you can create up to five)
6. Enter in the requested information. You will need to provide your Authorized Payer with their login credentials
7. Select "Add" to save

Authorized Payers

Message Board
Payment Profiles
Authorize Payers
User Preferences
View Accounts
Make Payment
Transaction History
Messages

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	Creation Date

To 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

To Add a Secondary Email Address

1. Log into the MySVCC webpage (on the www.southside.edu home page)
2. Navigate to "Student Center" under the Student Information System
3. Under the "Finances" area, click the "Go To QuickPay"
4. Navigate to "User Preferences" on the left hand navigation menu
5. Fill out your personal email address in the box next to "Secondary"
6. Select "Save"

User Preferences

Message Board
Payment Profiles
Authorize Payers
User Preferences
View Accounts
Make Payment
Transaction History
Messages

To be notified of your statements via email, please enter a primary and secondary email address. Click the appropriate check boxes to select your desired level of notification.

email Addresses

Primary: ~@email.vccs.edu
Secondary:

SMS Option

Mobile Phone   Mobile Carrier
              @   Select One...

Your carrier may charge you for receiving text messages. You should check with your carrier to find out what you will be charged for SMS messages before signing up for this service.

Notification

	Email	SMS
When a bill arrives.	☑	☐
A copy of my payment confirmation.	☑	
When an authorized payer has made a payment.	☑	

Save   **Cancel**