



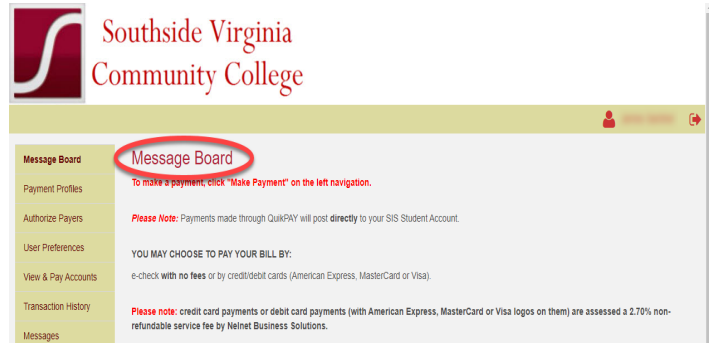
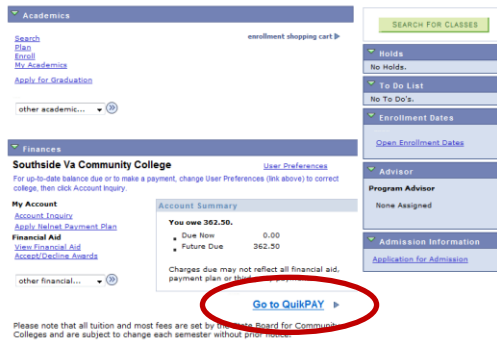
Southside Virginia Community College QuikPAY® Online Services

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

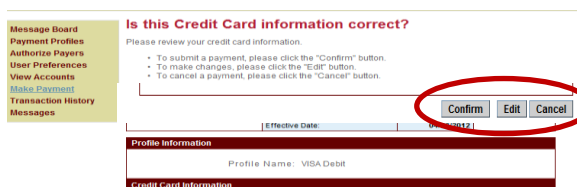
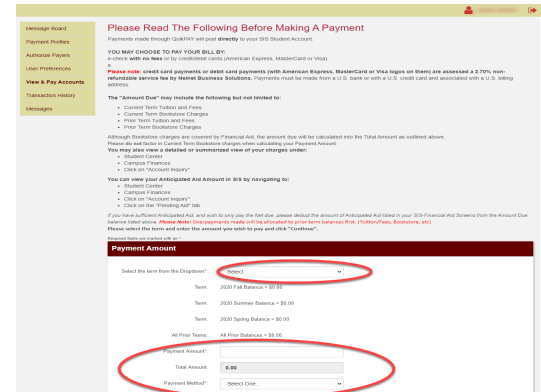
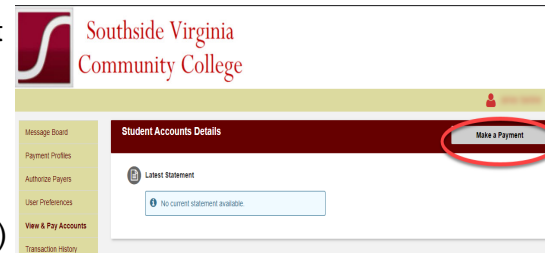
To Access QuikPAY® from SIS Peoplesoft

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 make sure Southside Virginia Community College is set as your preferred school under "User Preferences", then click the “Go To QuickPay” link
4. Navigate to the “View & Pay Accounts” link in the menu on the left
5. Click Make a Payment from right of screen
6. Please read important notices on the next page. Your Current Balance will display below the notices.
7. Select the term (semester) you would like to make a payment for, enter in the amount you would like to pay in the Payment Amount box and then select your payment method (credit card or echeck.) Click "Continue"
8. Enter in payment information, and click “Continue”. You will be asked to confirm your payment information
9. 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.

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 QuikPay”
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, click on the confirmation number icon

Confirmation #	DATE	AMOUNT	ACCOUNT	PAYMENT METHOD	PAYMENT STATUS
181112020	03/11/2020	\$469.50	Student Accounts	CHECKING	Accepted

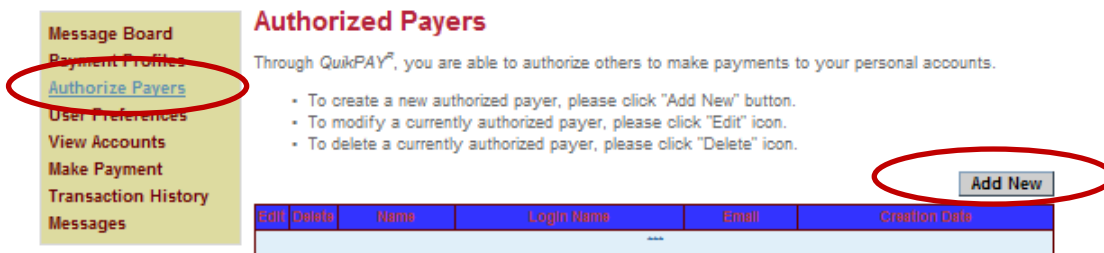
To Setup a Payment Profile

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 QuikPay”
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.

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 QuikPay”
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



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 QuikPay”
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”

