

## ACCESSING AND PAYING YOUR BILL FOR STUDENTS, FACULTY, AND STAFF

Anytime recent activity has occurred on an account (including payments), Central Michigan University's Receivable Accounting Office will send a billing notice to the individual's CMU email address. Billing notices can be sent to an alternate email address (other than the student, faculty, or staff's CMU email) if the address is listed in the 'User Preferences' field in QuikPAY (see page 3).

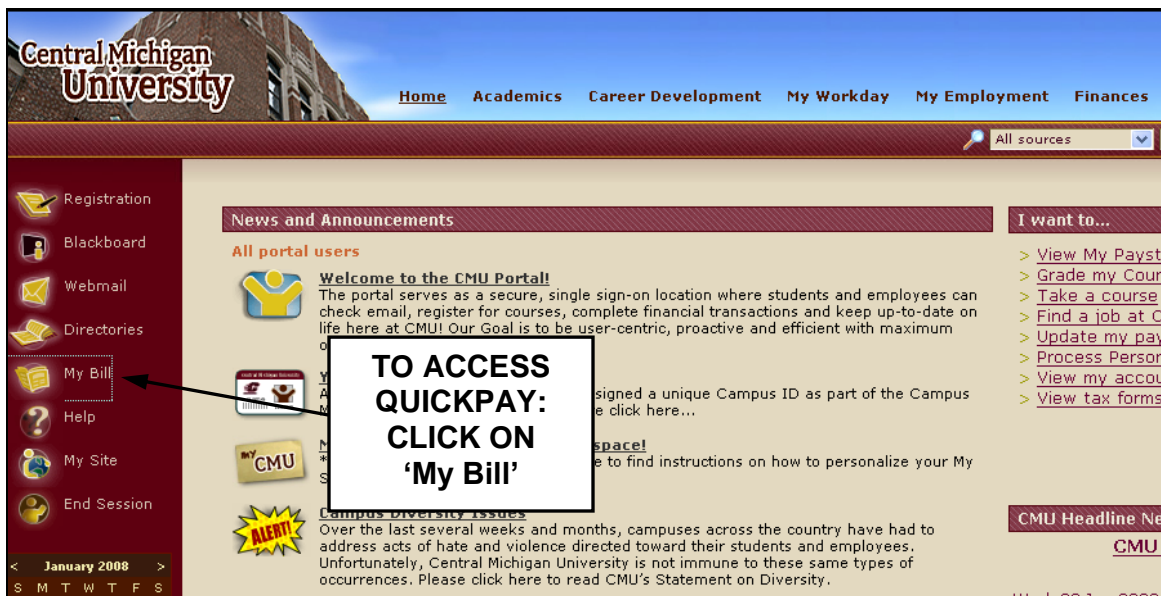
You may log onto the CMU Student Portal (<https://portal.cmich.edu>) and pay or view your account online through QuikPAY.

AVAILABLE 24 HOURS A DAY/SEVEN DAYS A WEEK

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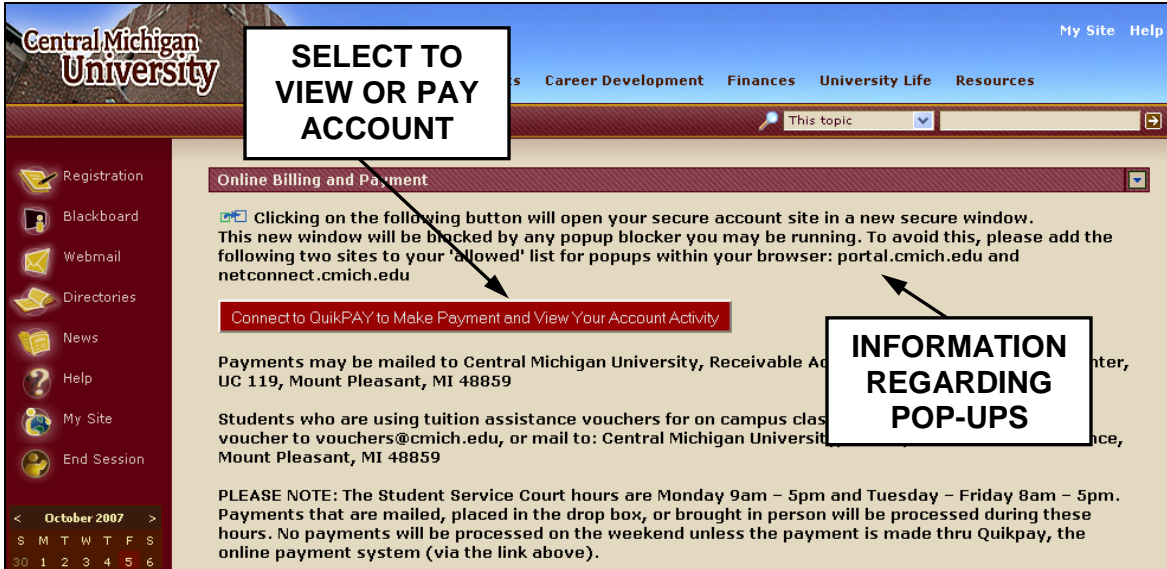
### To Gain Access to QuikPAY:

After you log into the CMU Student Portal, select the **My Bill** link in the left column of this page



Then select Connect to QuikPAY® to Make Payment and View Your Account Activity

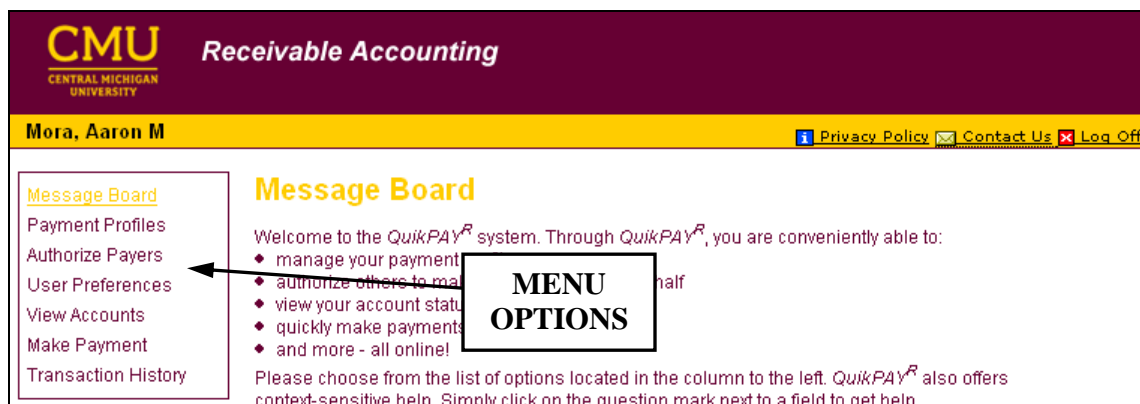
Please note information provided regarding pop-ups if you are having problems with this link to QuikPAY.



## QuikPAY®

**QuikPAY®** is the **Central Michigan University** third-party customer service system for online credit card and electronic payments. In addition, the student, parent (or other third party), and CMU faculty/staff can view their account status and statements in this system. **QuikPAY is available 24 hours a day, seven days a week for your convenience.**

After logging into QuikPAY, the Message Board is the initial screen which is viewable with links to menu options.



The following menu options are available in **QuikPAY®**:

**Message Board** is the initial **QuikPAY** screen which displays important information including Central Michigan University office websites, email addresses, and phone numbers as well as Receivable Accounting announcements. This screen will also provide important notices regarding QuikPAY.

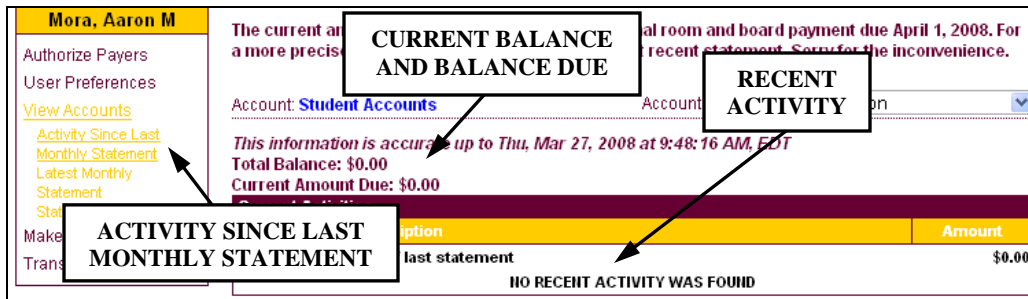
**Payment Profiles** can store credit card and bank account information for easy access when making future payments.

**Authorize Payers** allows the student (or Faculty/Staff) to authorize other payers on their account. These Authorized Payers can make payments, see the account status, and view current and prior statements. Each Authorized Payer will have personal login information for access to QuikPAY.

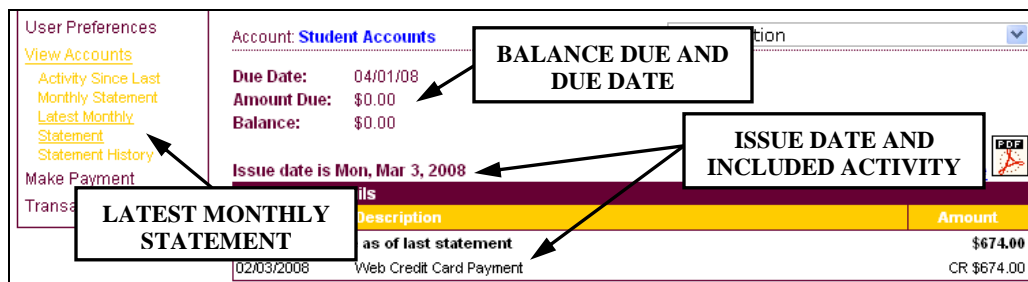
**User Preferences** allows the student (or Faculty/Staff) to enter a secondary email address for statement notification and payment confirmations. This option is how an authorized payer is able to receive an email notice when their student's bill is available.

**View Accounts** is where the financial account information can be viewed.

- **Activity Since Last Monthly Statement:** This screen will show any recent charges or payments made on the account since the last statement date as well as display the 'Current Balance' for the entire account and the 'Current Amount Due' for the next due date.



- **Latest Monthly Statement:** This screen will show the most recent statement which is a snapshot of the account as of the billing date and will include the balance due and the due date. Please note the 'Current Statement' will not change to reflect recent credits made on the account. You can view the 'Current Account Activity' screen to view the current balance due.



- **Statement History:** Allows you to view prior account statements.

**Make Payment** allows for payments to be made online with a credit card or e-check (*automatic transfer from a checking or savings account*). If a balance is not due, the 'Student Account' payment will not be viewable.

**Transaction History** displays online payment history. Please note this transaction history menu will only include payments that have been made online thru **QuikPAY®** and will not include payments mailed or made in person in the Student Service Court.