



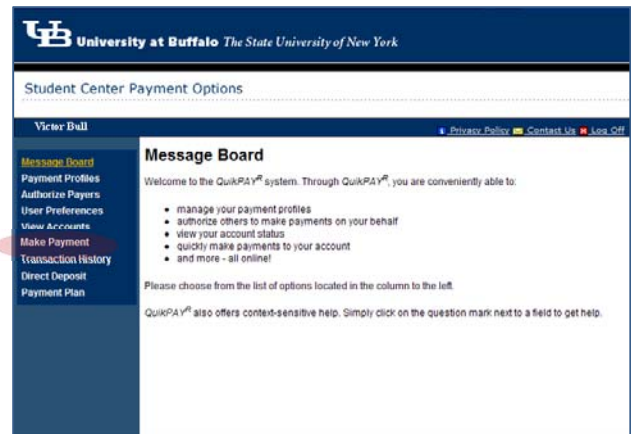
Student Center: How to Pay My Bill: Authorize a User

How to Pay my Bill

Students can pay their eBill by going to their HUB Student Center, under the Finances section and clicking on the “payment options” link. Upon doing this, you have left HUB and entered the QuikPAY Message Board located within Nelnet Business Solutions.



From there, click on the “Make Payment” link on the left side navigation bar. When you click the Make Payment link, you will be taken to the Enter Payment Amount screen.



From here you can enter the amount you want to pay, select a payment method (eCheck or credit card) and click the Continue button. This screen will also display the current balance on the account. You can enter the amount you want to pay and select a payment method (eCheck or credit card) and click the Continue button.



Depending on the payment method selected, you will then need to provide the bank (U.S. checking or savings account information for eCheck) or credit card information. Click on the Continue button and you will be asked to confirm the information that you have entered.

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Student Center Payment Options

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Provide eCheck Information

Please enter your check information in the following fields, and then click the "Continue" button.
NOTE: All fields are required. Please be aware that not all payments from brokerage accounts can be made online. Please check with your brokerage account representative.

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

Current Payment		
Student Accounts	Payment Amount:	\$3,717.75
	Effective Date:	10/21/2011

Account Information

Holder's Name:

Account Type:

Routing Number:

Account Number:

Billing Address Information

Address 1:

(optional) Address 2:

City:

State:

Zip:

Contact Information

Daytime Phone:

e.g. (555) 555-1212x123 OR +31 42 123 4567

Enter a profile name and click the checkbox to save your account information for future use.

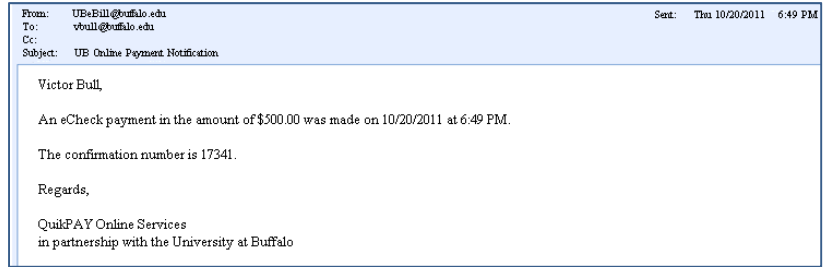
Profile Information

Profile Name: Save Profile

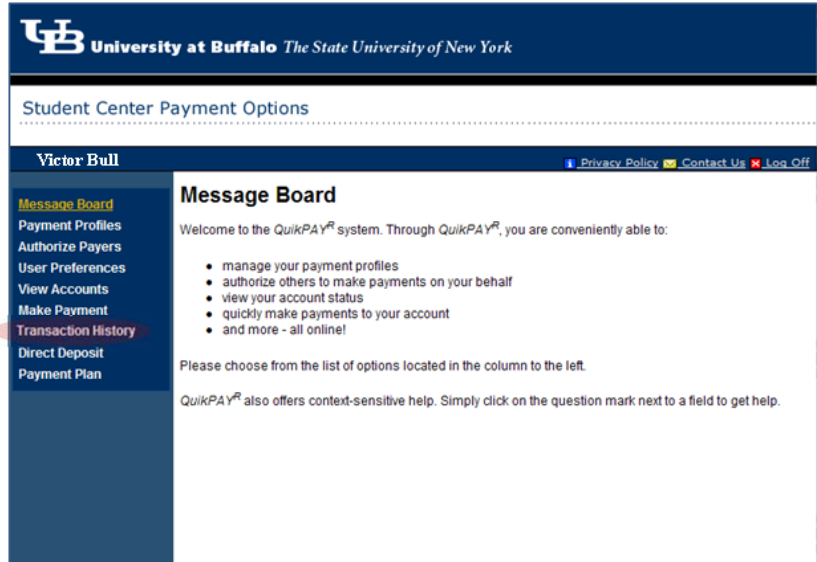
At this point you will be able to confirm, edit or cancel your transaction. Confirming your transaction will start the processing of the payment.

If the payment processes successfully, a Payment Receipt screen will appear. Your transaction will be assigned a confirmation number and other data specific to your transaction. Bank or Credit card information will only display the last four digits of the account number. You will be able to print this receipt for your records.

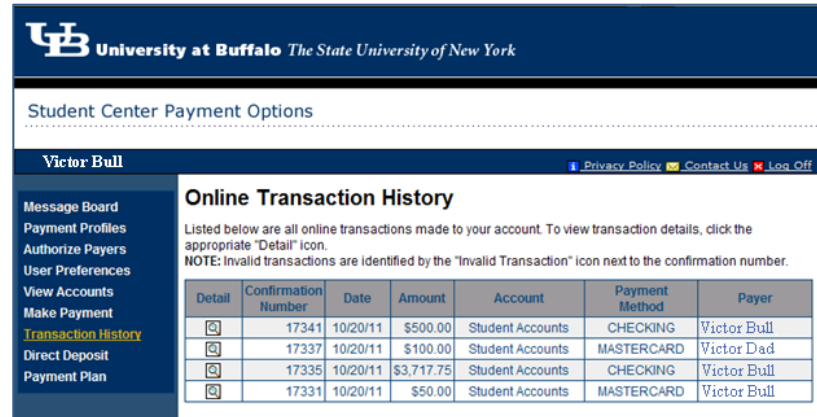
Student will also receive an acknowledgement email with the subject line "UB Online Payment Notification" as shown in the example on the right.



To review online transaction history, go back to the Student Center Payment Options Message Board and select Transaction History. This will take you to the Online Transaction History screen. There you can see each of the payment transactions that have been processed online.



To view a specific transaction, click on the icon related to the transaction that is found under the "Detail" column.



Authorized Payers

Authorized payers must log in to the following URL to make a payment:

<https://quikpayasp.com/buffalo/studentaccounts/authorized.do>

If you have not already done so, you will need to contact your student for your login name and password.

Upon logging in, the Authorized Payer will be taken to the QuikPAY Message Board located within Nelnet Business Solutions.

For there, click on the “Make Payment” link on the left side navigation bar. When you click the Make Payment link, you will be taken to the Enter Payment Amount screen.

From here, you can enter the amount you want to pay, select a payment method (eCheck or credit card) and click the Continue button. This screen will also display the current balance on the account.

Depending on the payment method selected, you will then need to provide the bank (U.S. checking or saving account information for eCheck) or credit card information.

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Student Center Payment Options

Victor Dad (Victor Bull)

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Provide Credit Card Information

Please enter your credit card information in the following fields, and then click the "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:	\$3,737.17
	Effective Date:	10/21/2011

Credit Card Information

Cardholder's Name:

Card Type: Enable virtual keypad

Credit Card Number:

Expiration Date: /

Billing Address Information

Address 1:

(optional) Address 2:

City:

For U.S. Address

State:

Zip:

For International Address

Region / Province:

Postal Code:

Country:

Contact Information

Daytime Phone:

e.g. (555) 555-1212x123 OR +31 42 123 4567

Enter a profile name and click the checkbox to save your account information for future use.

Profile Information

Profile Name: Save Profile

Click on the Continue button and you will be asked to confirm the information that you have entered. At this point you will be able to confirm, edit or cancel your transaction.

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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: \$100.00
	Effective Date: 10/21/2011

Profile Information
Profile Name: Dad Mastercard

Credit Card Information
Cardholder's Name: Victor Bull Dad
Card Type: VISA
Credit Card Number: ****1314
Expiration Date: 12/2020

Billing Address Information
Address 1: 123 Main Street
City: Buffalo
State: NY
Zip: 14260

Contact Information
Daytime Phone: (716) 123-4567

[Confirm](#) [Edit](#) [Cancel](#)

Confirming your transaction will start the processing of the payment.

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

If the payment processes successfully, a Payment Receipt screen will appear. Your transaction will be assigned a confirmation number and other data specific to your transaction. Bank or Credit card information will only display the last four digits of the account number. You will be able to print this receipt for your records.

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Payment Receipt
This is your receipt.
Please click the Print icon to generate a printer-friendly version and print a copy for your records. [Print](#)

The payment has been submitted by Victor Dad. Thank you.

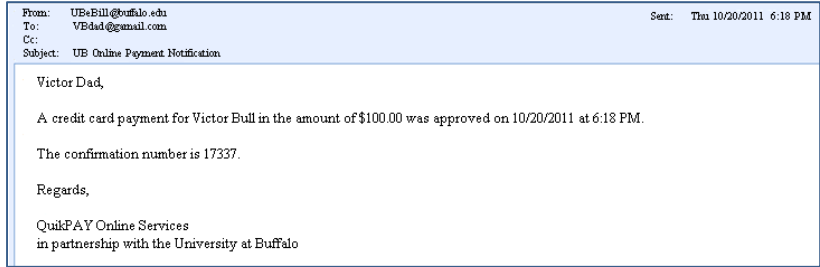
Confirmation Number: 17337

Payment Date: Oct 20, 2011 at 6:18 PM, EDT
Effective Date: Oct 21, 2011
Primary User Id: 12345678
Primary User Name: Victor Bull
Account: Student Accounts
Term:
Payment Amount: \$100.00
Cardholder's Name: Victor Bull Dad
Payment Method: VISA ****1314

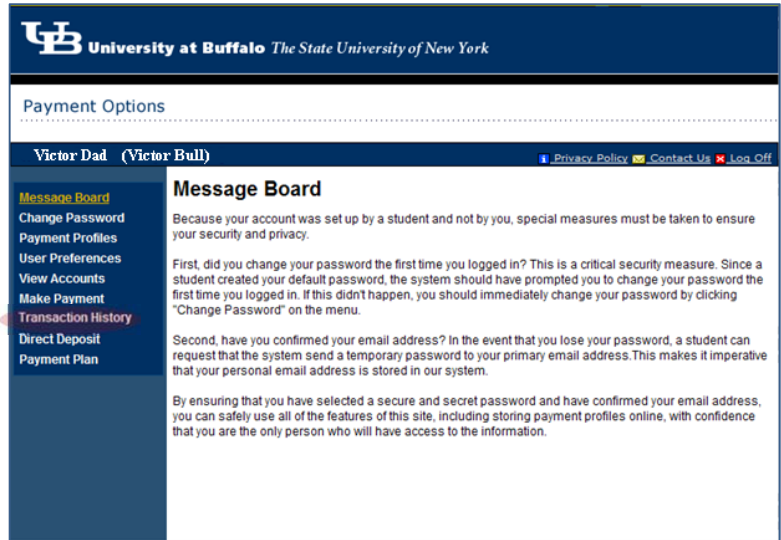
Billing Address Info: 123 Main Street
Buffalo, NY 14260
Contact Info: (716)123-4567 (daytime phone)

University at Buffalo has received your payment and your account has been updated.

The Authorized Payer will receive an acknowledgement email with the subject line of "UB Online Payment Notification" as shown in the example on the right.



Authorized Payers can see the online transaction history of payments that they have made by going back to Payment Options Message Board. Select Transaction History.



This will take you to the Online Transaction History screen. You will only be able to see the payment transactions that you have processed online on behalf of the student. The student can see all online transactions.

