

QuikPAY™ On-Line Billing & Payment User Guide

Note: Pop-up blockers must be disabled to access the QuikPAY™ Online Billing and Payment System.

- Students access by logging in to FoxLink on the Rollins home page at www.rollins.edu.
- Authorized or Guest Payers access QuikPAY™ at www.rollins.edu/finance/bursar and select QuikPAY™ Online Billing & Payment System.
- In FoxLink, select the Student Tab and then select QuikPAY™ Online Billing & Payment System.
- Menu options are listed on the left hand side of the screen in QuikPAY™.
- Select **User Preferences** to update e-mail addresses and notification preferences. A secondary e-mail address can be entered for notification when monthly statements are available. Under this option, you may also choose to receive an e-mail payment confirmation or an e-mail notification when an authorized payer makes a payment.
- Select **Payment Profiles** to enter credit card and banking information for electronic check payments. These profiles will be stored, so you do not have to enter the information each time you make a payment.
- Select **Authorize Payers** to create an account for parents, grandparents, or anyone who will be responsible for paying on your account. You will need to communicate user Login Name and Password to the individual in order for that person to access your account on-line through the Authorized Payer link. The Authorized Payer link is available at www.rollins.edu/finance/bursar by selecting QuikPAY™ Online Billing and Payment System.
- Select **View Accounts** to review your monthly statement. You will be able to obtain this statement in printable format by clicking on the PDF option at the top left corner of the statement. You will also be able to view past statements via this option.
- Select **Make Payment** to submit an on-line payment to your account.
- Select **Payment History** to review payments made to your account via QuikPAY™.
- Select **Contact Us** in the top right hand corner or call 407-646-2252 if you need assistance.
- Log off is located in the top right hand corner. Your FoxLink session will remain active while you are in the QuikPay™ site and will reappear on your screen when you log off QuikPay™.