

# QuikPAY Checklist

QuikPAY is a full service eCommerce solution providing students with “24/7” access to view electronic billing statements (eBills), remit secure web payments, and enroll in installment-payment plans online. Students also enjoy the option of providing parents and other third parties permission to view bills, pay online, and enroll in installment-payment plans on the student’s behalf.

**Students should follow the listed steps to ensure the full benefits of QuikPay services!**

## 1. Log into QuikPAY:

- Login directly from student self-service Banner, via ‘MYBUFFSTATE’ at [www.buffalostate.edu](http://www.buffalostate.edu). Enter your Buffalo State ID and PIN, select View/ Pay Bill.

## 2. View announcements:

- On the left toolbar select “Message Board” to read important announcements, including deadlines and instructions.

## 3. View & Print eBill:

- Select the “View Accounts” option from the left toolbar. Under “View Accounts” select “Current Statement”. Choose “Printable Statement” to view your latest bill. Any changes to your account after the eBill file was created may not be reflected in your current statement.
- Look at the billing date on the eBill to see when the bill was created. While viewing your eBill check the “payment due date” listed on the bill; be sure to remit payment on or before that date to avoid late fees.
- Electronic bills (eBills) are now the exclusive billing method for all Buffalo State College student account balances. Paper bills are no longer mailed to students. Students should print their QuikPay statement if needed. All e-Billing notifications will be sent to your Buffalo State student email address.

## 4. Authorize Payers:

- To provide parents or other third-parties the ability to view and pay the student’s eBill via their own logon and password select the “Authorize Payers” option from the left toolbar.
- Students may assign access to as many individuals as they choose; (with the exception of those enrolled in the Automatic Payment Plan – only **one** authorized payer is permitted) this option is especially valuable for those families sharing responsibility. Authorized users receive an e-mail via the e-mail address designated by their student notifying them that the eBill is available.

## 5. Make a Payment:

- Select “Make Payment” from the left toolbar to pay your balance quickly and securely. You can remit payment via credit card (MasterCard or Visa) or electronic check (checking or savings account).

## 6. Enroll in a Payment Plan:

- Select “Payment Plan” on left toolbar to enroll in a convenient, interest-free installment payment option.
- Payments will automatically be debited on the 5<sup>th</sup> day of the applicable month from the bank account or credit card you designate.
- There is a \$35 enrollment fee charged upon enrollment.
- Payment Plan is not available for prior balances.