New to Dabney Lancaster CC, *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. From the DSLCC website (www.dslcc.edu) click on the myDabney icon to log on. Click on the SIS icon.
2. From Self Service, click on Student Center. Click on "Go to QuikPAY"
3. This will bring you to the *QuikPAY®* Application and you will land on the *QuikPAY®* Message Board

To Setup a Payment Profile

1. On the left hand navigation menu click on "Payment Profiles"
2. Select to add a "Credit/Debit Card Profile"
3. After making your selection, enter a name to identify your payment profile
4. Next, enter in the requested payment information
5. Select "Save"

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. Navigate to "Authorize Payers" on the left hand navigation menu
2. Select "Add New" to create an Authorized Payer (you can create up to five)
3. Enter in the requested information. You will need to provide your Authorized Payer with their login credentials
4. 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. Navigate to “User Preferences” on the left hand navigation menu
2. Fill out your personal email address in the box next to “Secondary”
3. Select “Save”

To Make a Payment

1. Navigate to “Make Payment” on the left hand navigation menu.

2. Select the term from the drop down menu.

3. Your Balance Due will display next to the term.

4. Enter in the amount you would like to pay in the Payment Amount box and then select your payment method. Click “Continue”.

5. Enter in payment information, and click “Continue”. You will be asked to confirm your payment information.

6. Click “Confirm” for *QuikPAY*® to process your payment, and your receipt will be displayed.

View Transaction History

1. Navigate to “Transaction History” on the left hand menu
2. Previous Transactions made by you and your Authorized Payer(s) will display
3. To view details of the transaction, select the detail icon