QuikPAY: Add a Payment Profile

Tired of entering your account number every time you make a payment? Use QuikPAY to create a secure Payment Profile for each bank account or credit card you plan to use to pay your University bill. The next time you make a payment, simply select a stored profile as your Payment Method.

1. In your QuikPAY profile, go to Payment Profiles. The Payment Profiles page opens.

2. On the Payment Profiles page, click:
   - Add eCheck Profile to create a profile for a checking or savings account. The Add eCheck Profile page opens.
   - Add Credit Card Profile to create a profile for a credit or debit card. The Add Credit Card Profile page opens.

A. Add an eCheck Profile

3. On the Add eCheck Profile page, enter your bank account information. Note: All fields are required.
   - In the Profile Name field, enter a name for this profile (e.g., MyChecking).
   - In the Holder’s Name field, enter your name as it appears on your bank statement.
   - From the Account Type drop-down list, select CHECKING or SAVINGS.
   - In the Routing Number field, enter the routing number for your bank. This is a 9-digit number that identifies your bank; find it between the Routing Number symbols ( ) on any check. Click the Help icon ( ) for more information.
   - In the Account Number field, enter your bank account number. Your checking account number is listed on any check before the Account symbol ( ). Find your savings account number on any monthly statement.

![Fig. 1.0. Find your Routing Number and Checking Account Number](image)

   - Under Billing Address Information, enter the address that your bank has on file for this account.
   - In the Daytime Phone field, enter a phone number where you can be reached during regular business hours.
   - Click Add. You will return to the Payment Profiles page. Look for your eCheck Profile in the Profile column. You can now select this profile as a Payment Method the next time you make a payment.
4. On the Payment Profiles page, next to any profile, click the Edit icon to make additional changes or the Delete icon to delete it.

B. Add a Credit Card Profile

3. On the Add Credit Card Profile page, enter your credit/debit card details. Note: All fields are required.

- In the Profile Name field, enter a name for this profile (e.g., MyAMEX).
- In the Cardholder’s Name field, enter your name as it appears on your card.
- From the Card Type drop-down list, select MASTERCARD, AMERICAN EXPRESS or DISCOVER. Note: At this time, QuikPAY does not accept VISA.
- Enter your Credit Card Number and Expiration Date.
- Under Billing Address Information, enter the address that your credit card company or bank has on file for this account.
- In the Daytime Phone field, enter a phone number where you can be reached during regular business hours.
- Click Add. You will return to the Payment Profiles page. You will return to the Payment Profiles page. Look for your Credit Card Profile in the Profile column. You can now select this profile as a Payment Method the next time you make a payment.

4. On the Payment Profiles page, next to any profile, click the Edit icon to make additional changes or the Delete icon to delete it.