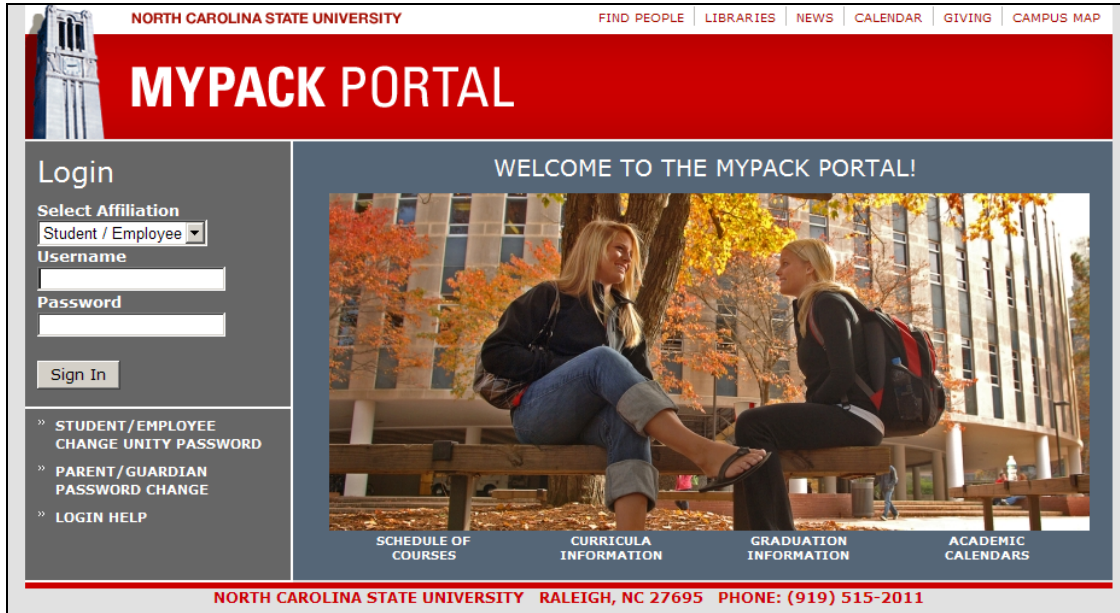


How to Make an Online Payment

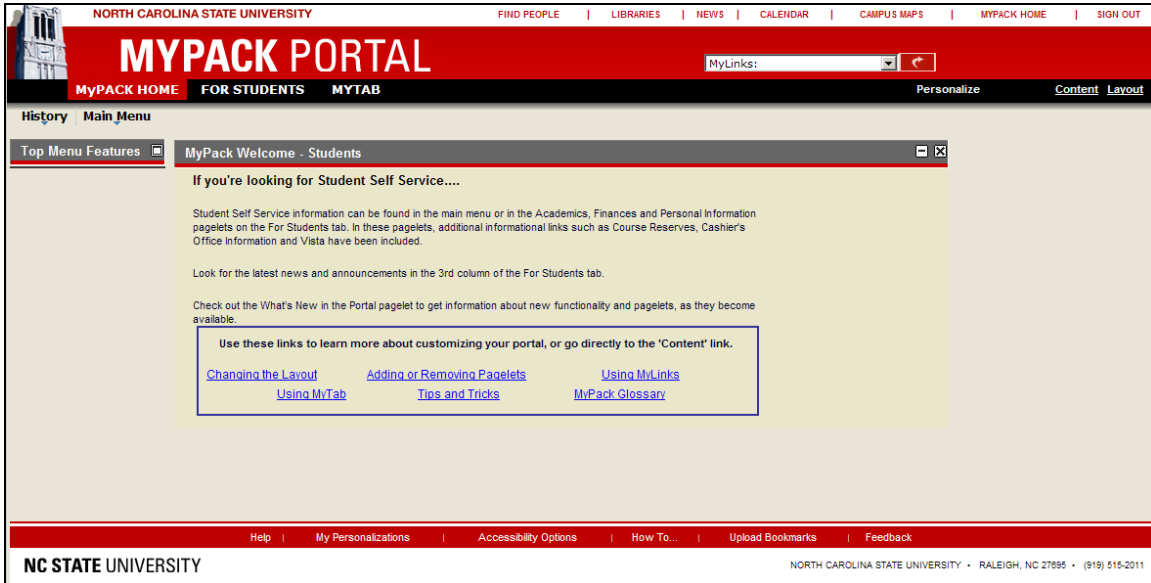
Students should follow these steps to make an online payment.

1. The student must log into the MyPACK portal at <http://mypack.ncsu.edu> with Unity ID and password.

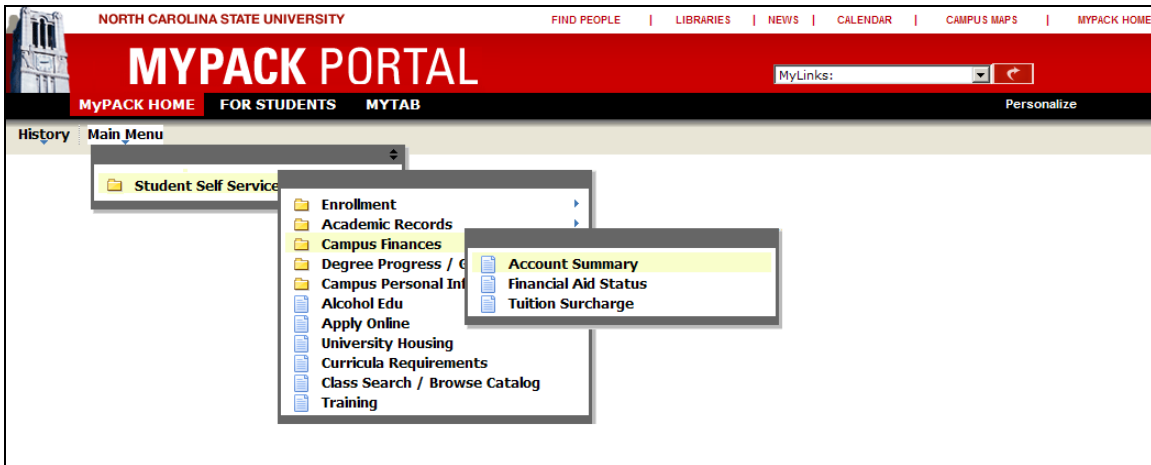


UNITY ACCOUNT INFORMATION: If you have problems accessing the MyPACK Portal, or have questions about your Unity ID and password, you may contact the **Help Desk** at 919-515-HELP (4357) or via their website: <http://oit.ncsu.edu/unity-accounts/your-unity-account>.

CASHIER'S OFFICE & STUDENT ACCOUNTS



2. From the “Main Menu”, select “Student Self Service”, “Campus Finances”, “Account Summary”.



CASHIER'S OFFICE & STUDENT ACCOUNTS

3. Select the "Make a Payment" button.

The screenshot shows the MyPACK Portal interface. At the top, there's a navigation bar with links like 'FIND PEOPLE', 'LIBRARIES', 'NEWS', 'CALENDAR', 'CAMPUS MAPS', and 'MYPACK HOME'. Below that, the 'MYPACK PORTAL' header is visible. The main content area is titled 'Wolfpack Student' and includes a 'summary' tab, 'activity', and 'payments' buttons. A message states: '* Please refer to your Billing Statement or the What I Owe section for your amount due'. The 'Account Balance' is listed as \$531.00. A table titled 'What I Owe' shows the following data:

Term	Outstanding Charges & Deposits	Monthly Payment Plan	Estimated Financial Aid
2011 Spring Term	531.00		
Total	531.00		

Below the table, there are buttons for 'Direct Deposit for Refunds', 'Make a Payment' (highlighted with a red box), 'Monthly Pay Plan', and 'Wire Payment Instructions'. A note says '* Disable pop-up blockers to Make a Payment in a new window.' At the bottom, there's a 'Billing Statements' section with a table:

Statement Date	Total Billed
11/23/2010	531.00
07/21/2010	0.00
05/28/2010	882.00

**If you experience problems opening the Make a Payment page, please try disabling your popup blocker.

4. Click the "Make Payment" link.

The screenshot shows the NC State University Message Board. The top navigation bar includes 'Privacy Policy', 'Contact Us', and 'Log Off'. The left sidebar lists various options, with 'MAKE PAYMENT' highlighted in a red box. The main content area is titled 'Message Board' and contains the following text:

Welcome to the *QuikPAY™* system. Through *QuikPAY™*, you are conveniently able to:

- manage your payment profiles
- authorize others to make payments on your behalf
- view your account status
- quickly make payments to your account
- and more - all online!

Please choose from the list of options located in the column to the left.

QuikPAY™ also offers context-sensitive help. Simply click on the question mark next to a field to get help.

CASHIER'S OFFICE & STUDENT ACCOUNTS

5. Enter the Payment Amount and select your Payment Method.

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Enter Payment Amount

Enter the amount you want to pay (override amount if necessary) and click "Continue."



Note that the "Due Date" listed on this page is today's date. Please refer to your billing statement for the actual due date.

If you choose to pay by eCheck, DO NOT use your debit card. You must use the routing and account numbers on your checks.

****PLEASE NOTE THAT VISA IS NO LONGER BE ACCEPTED. FOR MORE INFORMATION, PLEASE SEE <http://www.fis.ncsu.edu/cashier/news/default.asp>****

Account: Tuition and Fees
Due Date: 08/05/2008
Amount Due: \$1,500.00
Statement Balance: \$1,500.00
Payment Amount: <input type="text" value="500.00"/>
Payment Method: <input type="text" value="eCheck"/>

**A 2% Fee will be assessed for all Credit or Debit Card transactions.
There is no fee for electronic drafts from a checking or savings account (e-check).**

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- Enter your payment information and select the "Continue" button.

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MESSAGE BOARD

PAYMENT PROFILES

AUTHORIZE PAYERS

USER PREFERENCES

CURRENT STATEMENT

STATEMENT HISTORY

MAKE PAYMENT

TRANSACTION HISTORY

Provide eCheck Information

Please enter your check information in the following fields and then click "Continue" button.

DEBIT CARDS ARE NOT VALID AS ECHECKS. You must use the routing and account numbers on your checks.

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 with your routing and account numbers, please click on the question mark next to a field.****

Current Payment

Tuition and Fees	Payment Amount:	\$500.00
------------------	-----------------	----------

Account Information

Holder's Name:

Account Type:

Routing Number: ?

Account Number: ?

Billing Address Information

Address 1:

optional Address 2:

City:

for U.S. address only

State:

Zip:

for non U.S. address only

Region / Province:

Postal Code:

Country:

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

Profile Information ?

Profile Name: Save Profile

CASHIER'S OFFICE & STUDENT ACCOUNTS

- Review your payment information and select the "Confirm" button to complete your transaction.

NC STATE UNIVERSITY

Wolfpack Student

[Privacy Policy](#)
[Contact Us](#)
[Log Off](#)

MESSAGE BOARD

PAYMENT PROFILES

AUTHORIZE PAYERS

USER PREFERENCES

CURRENT STATEMENT

STATEMENT HISTORY

MAKE PAYMENT

TRANSACTION HISTORY

eCheck Payment Confirmation

Please confirm that your eCheck information is entered correctly.

- To submit a payment, please click "Confirm" button.
- To make changes, please click "Edit" button.
- To cancel a payment, please click "Cancel" button.

****DEBIT CARDS ARE NOT VALID AS ECHECKS. You must use the routing and account numbers on your checks.****

Current Payment		
Tuition and Fees	Payment Amount:	\$500.00


Account Information
Holder's Name: Wolfpack Student
Account Type: CHECKING
Routing Number: 000123456
Account Number: *****4567

Billing Address Information
Address 1: 123 Wolfpack Lane
City: Raleigh
State: NC
Zip: 27695-7213


I hereby authorize the University, or its Agent, to initiate a debit entry to the account indicated above at the depository financial institution named above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.

NOTE: Once you submit the above payment, it will be processed in the next daily deposit. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.

Non-Sufficient Funds Statement: Should any check be returned from the bank due to insufficient funds, the face value of the check and a NSF fee will be charged to the student's account.



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- 8. View and print your payment confirmation.

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MESSAGE BOARD
PAYMENT PROFILES
AUTHORIZE PAYERS
USER PREFERENCES
CURRENT STATEMENT
STATEMENT HISTORY
MAKE PAYMENT
TRANSACTION HISTORY

Payment Receipt

This is your receipt. [Print](#)



Your payment has been submitted. Thank you.

Confirmation Number: 569945

Payment Date: Aug 5, 2008 at 11:47 AM, EDT
Effective Date: Aug 5, 2008
Primary User Id: 000123457
Primary User Name: Wolfpack Student
Account: Tuition and Fees
Payment Amount: \$500.00
Holder's Name: Wolfpack Student
Payment Method: CHECKING *****4567

Billing Address Info: 123 Wolfpack Lane
Raleigh, NC 27695-7213

The payment has been successfully submitted into the student account management system

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CASHIER'S OFFICE & STUDENT ACCOUNTS

9. An email confirmation will also be sent.

