How to Pay My Bill - Students and Authorized Payers

How to Pay my Bill
Students can pay their eBill by going to their HUB Student Center, under the Finances section and clicking on the “payment options” link. Upon doing this, you have left HUB and entered the QuikPAY Message Board located within Nelnet Business Solutions.

From there, click on the “Make Payment” link on the left side navigation bar. When you click the Make Payment link, you will be taken to the Enter Payment Amount screen.
From here you can enter the amount you want to pay, select a payment method (eCheck or credit card) and click the Continue button. This screen will also display the current balance on the account. You can enter the amount you want to pay and select a payment method (eCheck or credit card) and click the Continue button.
Depending on the payment method selected, you will then need to provide the bank (U.S. checking or savings account information for eCheck) or credit card information. Click on the Continue button and you will be asked to confirm the information that you have entered.

The illustration to the left shows the credit card payment screen.
The illustration to the left shows the screen for an eCheck.

You will need to know your banks routing number if you are paying this way. Refer to the illustration below to determine your routing number.

![Routing Number Illustration]

After either the Credit Card or eCheck screens are completed, you'll be asked to confirm your information. Click on the Confirm button to continue. This will start the processing of the payment.
If the payment processing is successful, a Payment Receipt screen will appear. Your transaction will be assigned a confirmation number and other data specific to your transaction. Bank or Credit card information will only display the last four digits of the account number. You will be able to print this receipt for your records.

The student will also receive an acknowledgement email with the subject line “UB Online Payment Notification” as shown in the example on the right.

To review online transaction history, go back to the Student Center Payment Options Message Board and select Transaction History. This will take you to the Online Transaction History screen. There you can see each of the payment transactions that have been processed online.
To view a specific transaction, click on the icon related to the transaction that is found under the “Detail” column.
**Authorized Payers**

Authorized payers must log in to the following URL to make a payment:  
https://quikpayasp.com/buffalo/studentaccounts/authorized.do

If you have not already done so, you will need to contact your student for your login name and password.

Upon logging in, the Authorized Payer will be taken to the QuikPAY Message Board located within Nelnet Business Solutions.

From there, click on the “Make Payment” link on the left side navigation bar. When you click the Make Payment link, you will be taken to the Enter Payment Amount screen.

From here, you can enter the amount you want to pay, select a payment method (eCheck or credit card) and click the Continue button. This screen will also display the current balance on the account.
Depending on the payment method selected, you will then need to provide the bank (U.S. checking or saving account information for eCheck) or credit card information.
Click on the Continue button and you will be asked to confirm the information that you have entered. At this point you will be able to confirm, edit or cancel your transaction.

Confirming your transaction will start the processing of the payment.

If the payment processes successfully, a Payment Receipt screen will appear. Your transaction will be assigned a confirmation number and other data specific to your transaction. Bank or Credit card information will only display the last four digits of the account number. You will be able to print this receipt for your records.
The Authorized Payer will receive an acknowledgement email with the subject line of “UB Online Payment Notification” as shown in the example on the right.

Authorized Payers can see the online transaction history of payments that they have made by going back to Payment Options Message Board. Select Transaction History.

This will take you to the Online Transaction History screen. You will only be able to see the payment transactions that you have processed online on behalf of the student. The student can see all online transactions.

This concludes this tutorial.