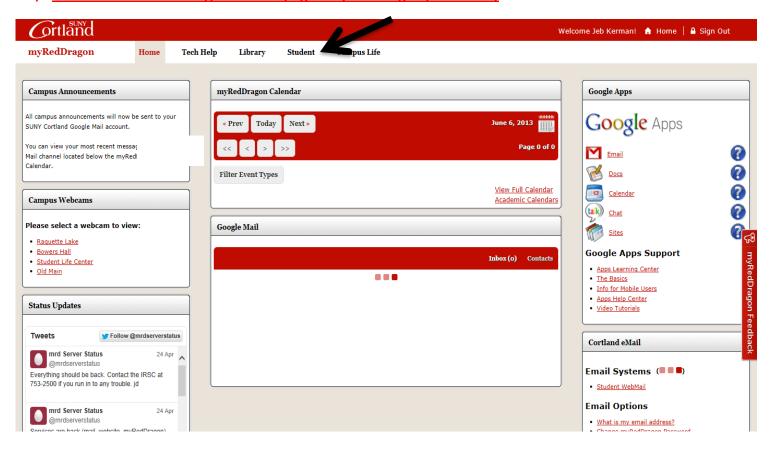
How to Accept Your Charges and Make Your Full Payment.

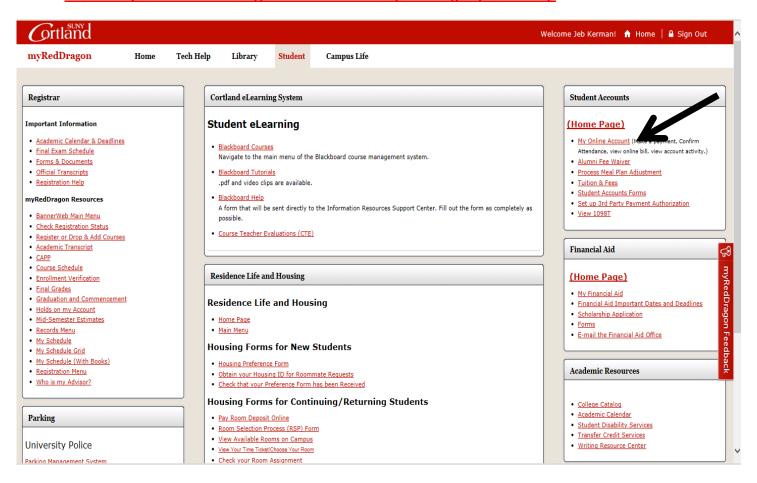
1) Sign in to your (the student's) myRedDragon account. For assistance with signing in, select one of the help links.



2) Select the Student tab (your home page may look slightly different)



3. Select "My Online Account" (your student tab may look slightly different).



4. Select the relevant term from the list(s):

Account Information

- ✓ You must accept charges each semester, regardless of balance due
- ✓ You must make minimum payment(s) due to avoid late fees.
- 🗸 Selection of a term on this page will pass you into QuikPAY with that term's current balance due defaulted in "Make Payment."
- √ If you have multiple term balances, displayed (i.e. fall/winter or spring/summer) handle each separately.
- ▼ Payment amounts due may differ for each term you select. Return here to refresh amount(s) & term(s) for which you wish to "Make Payment."

Semesters With Balances - use to accept charges and/or make payments in Quikray



Note the yellow triangle. Once you have successfully accepted your charges the triangle will no longer appear.

<u>Semesters Without Balances - use to accept charges on a semester where you have enough aid to cover your bill or to view the named semester account summary only</u>

Spring Term 2017 - Review Account Summary Fall Term 2016 - Review Account Summary

Access QuikPay for Billing and Other Information - use to set up authorized payers or for view access to QuikPay functions

5. Review your account summary and select "Accept/Pay or Decline." As changes are made to your account throughout the semester they will appear here in real time.

Fall 2017 Account Summary

Fall Term 2017 ∨

You have not accepted your charges for Fall Term 2017. Acceptance of charges is required by Tuesday, August 15, 2017 to keep your class schedule.
Failure to accept charges may result in the loss of your Fall Term 2017 class schedule.

See Payment /Acceptance Options below for details.

Permanent Address Sample T. Student 1 Main Street Hometown, NY 12345 🕰 The address above is what we have on record for your permanent address. If this is incorrect, please contact the Registrar's Office as soon as possible. Charges & Adjustments Alumni Assoc Fees 15.00 Activity Fees 110.00 Room Charges 3,950,00 Semester Tuition 3,335,00 Transportation Fee 77.00 Athletic Fee 202.00 College Fee 12.50 Student Life Center Fee 48.00 Technology Fee 199,50 Meal Plan 2,255.00 Health Fee 161.00 A/R Transcript Fee 5.00 Charges: \$10,370.00 Refunds Issued Plus: Refunds: \$0.00 Payments, Financial Aid Received 150.00 Deposit Payment - Housing Deposit Payment - Tuition 50.00 Less: Payments Received: \$200.00 Anticipated Financial Aid Federal Direct Staf Sub Loan * 2,721,00 Federal Direct Staf Unsub Loan * 990.00 NYS TAP Grant * 250.00 SUNY Tuition Credit * 72,50 \$4,033.50 Less: Anticipated Financial Aid: \$6,136,50 Current Balance Due From You:

Payment/Acceptance Options

In order to accept financial responsibility or decline your attendance you must do **one** of the following:

- Print (from Quikpay), sign and return the acceptance/remittance portion of your bill with either full payment or payment plan amount/minimum amound due (check payments only by mail)

6. Review the verbiage, click "Accept," then click "Continue:"

Accept Charges

Make your selection from the options below and then press 'Continue'.

• ACCEPT - I agree to the following:



- ▼ I accept financial liability resulting from course registration.
- 🗸 I plan to attend SUNY Cortland for the semester indicated and want SUNY Cortland to hold and reserve seats in any classes for which I am registered.
- **√ I acknowledge** that any change to my course registration(s) must done according to published procedures and deadlines. Failure to do so may result in a balance due that I am required to pay.
- 🗸 I authorize SUNY Cortland to use my financial aid to pay any balance due for tuition, fees, room, and board, as well as residence hall damages, and parking or library fines for all terms. I understand I can rescind this authorization by submitting a written request to the Student Accounts Office. Revocation may result in a balance due that I am required to pay.
- If you have a balance due, you should be prepared, at this time, to start a monthly payment plan or pay the remaining balance. Please do not continue if you are not prepared to make a payment at this time. You may return here at any time, without penalty, prior to the semester bill due date to accept your charges and make a payment. Payment of "minimum" amount due now" on an invoice by an authorized payer will be construed as your desire to join a monthly payment plan and the Monthly Payment Plan Application Fee of \$45 (nonrefundable) will be added to your account. Failure to pay anything may result in loss of classes and/or application of late fees. Please contact Student Accounts at 607-753-2313 if you have questions.

O DECLINE - I am NOT attending for Fall Term 2016 - I agree to the following:

- ✓ SUNY Cortland will de-register me from ALL of my courses.
- ✓ All my housing and meal assignments will be DELETED.
- ▼ Tuition and/or housing deposits will be forfeited as a result of my action.

Continue

7. Select "Pay Now In Full:"

Accept Charges

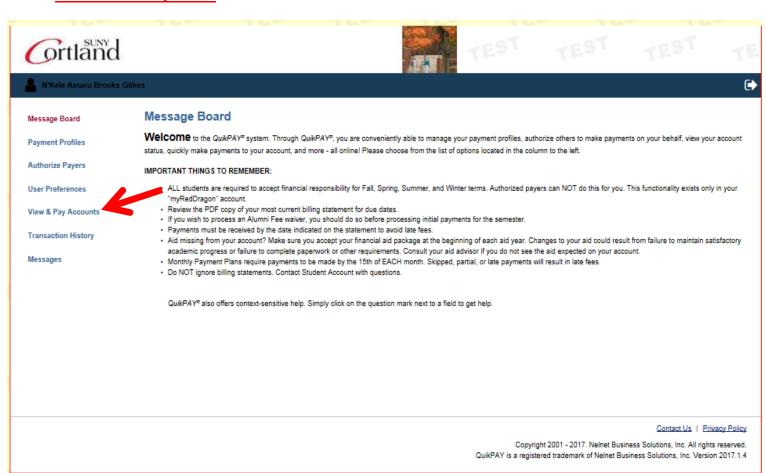
Amount due: \$6136.50

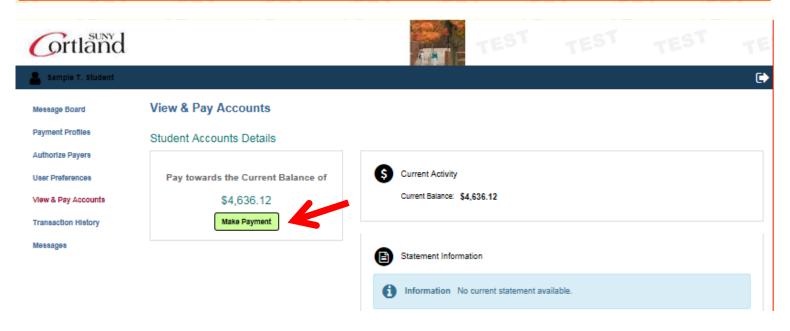
Start A Monthly Payment Plan (fees apply)

Pay Now In Full



8. You will now be placed in our 3rd party billing and payment vendor, QuikPay. From the menu on the left select "Make Payment."





9. Select your payment method (credit card, e-check or a previously saved profile) and click "Continue."









Message Board

Payment Profiles

Authorize Payers

User Preferences

View & Pay Accounts

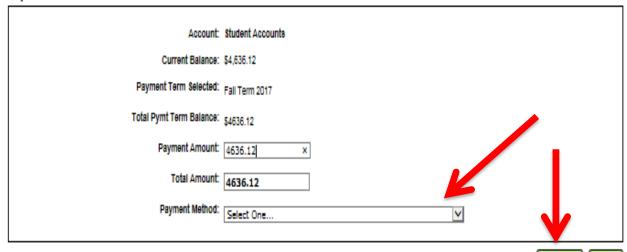
Transaction History

Меввадев

Enter Payment Amount

Please enter in the amount you want to pay and click "Continue" button.

Payment Amount



Continue









Continue

Cancel

ortidia		A A III				
a Sample T. Student						ſ
Message Board	Provide Credit Card Information Please enter your credit card Information in the following fie	elds, and then click the "Continue" button.				
Payment Profiles Authorize Payers	NOTE: All fields are required. For help, please click on the question mark next to a field.					
User Preferences	Current Payment					
View & Pay Accounts	Student Accounts	Payment Amount: Effective Date:		\$4,636.12 08/29/2017		
Transaction History	Credit Card Information					
Messages	Cardholder's Name: Card Type: Credit Card Number: Expiration Date:	VISA		,	Mrtual Keypad	
	Billing Address Information					
	Address 1: (optional) Address 2: City:	11 First St Cortland				
		NEW YORK	▼			
	For International Address Region / Province: Postal Code: Country:	UNITED STATES		To facilitate future payments, name		
	Contact Information		a	and save a profile. This will allow you		
	Daytime Phone:	(607)123-4567 •a. (888) 888-1212x123 OR +3142 123 4887	t	o make future payments without re-entering all the		
	To save your account information for future use, enter a pro	offle name and click the checkbox.	r	required fields		
	Profile Name:	Sample × ✓ Save Profile	←		-	

11. Review the information you provided and select "Confirm."



12. You will receive a confirmation of your payment. We suggest you print a copy for your records.

