



QuikPAY^R Instructions

To set up one or more *Authorized Payers*:

1. Student logs into Bannerweb (<http://banweb.rhodes.edu>) using their Rhodes ID number and PIN number
2. Click on the Student Tab
3. Click on View and Pay Bill Online
4. Click on Authorized Payers
5. Click on Add New
6. Input information about your *Authorized Payer* and create a Login Name (must be at least 8 characters in length and include numbers and letters) and Password

How students view and pay a bill:

1. Student logs into Bannerweb (<http://banweb.rhodes.edu>) using their Rhodes ID number and PIN number
2. Click on the Student Tab
3. Click on View and Pay Bill Online

How *Authorized Payers* view and pay a student bill:

1. Go to www.rhodes.edu
2. Scroll down to the bottom of the page
3. Click Pay a Bill
4. Enter Login Name and Password (case sensitive) assigned to you by your student

****Please note: Only the individuals a student chooses as an Authorized Payer may call and ask questions regarding a student account****

For more information, please call Rhodes Express at 901.843.3278

Hours: M-F 8:30-5:00