



QuikPAY^R Instructions

To set up one or more **Authorized Payers (parents, guardians, sponsors)**:

1. Student logs into Banner web (<http://banweb.rhodes.edu>) using their Rhodes login name and password
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 temporary password. Authorized Payers will then receive an email with their credentials and have the opportunity to update their password.

All students are required to set up at least one Authorized Payer. It is best practice to have this completed before the tuition statement is sent out in mid-July.

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

How **students** view and pay a bill:

1. Student logs into Banner Web (<http://banweb.rhodes.edu>) using their Rhodes login name and password
2. Click on the Student Tab
3. Click on View and Pay Bill Online

***Only the individuals a student chooses as an Authorized Payer may call and ask questions regarding a student's QuikPay account. Additionally, Rhodes Express cannot reset QuikPay passwords or login names, only the student can do so. ***

Due Dates:

- **Fall Tuition:** August 9th
- **Spring Tuition:** November 22nd

For more information, please call Rhodes Express at 901.843.3278

Hours: M-F 8:30 am-5:00 pm, Burrow Hall lobby



QuikPAY[®] Info

The College uses a secure web-based electronic system, *QuikPAY*, for online billing and payment processing. The system allows authorized users to view the status of student accounts and make payments via ACH, which automatically debits checking or savings accounts, or by credit card. This allows parents and students to retrieve "real time" information concerning the status of their accounts and allows for efficient payment of outstanding charges.

*****Please note: Rhodes College does not mail paper bills. *****

The *QuikPAY* system is convenient, easy to use, secure, and allows authorized users to:

- View bills electronically 24 hours a day, 7 days a week via the internet
- Pay bills electronically 24 hours a day, 7 days a week via the internet by check or credit card
- Authorize third parties, including parents, guardians or sponsors to view and pay bills
- Receive notification when a new bill has posted
- View current and historical account information online
- Access and print a PDF of the paper bill anytime
- Confirm payments immediately

Payment Option:

- QuikPAY Authorized Payers have the option of:
 - Making payment by electronic check (ACH) at no additional cost.
 - Payments using Visa, MasterCard, American Express, and Discover, although a vendor service charge of 2.75% will apply.
- Payments by Mail or in person:
 - PDF copies of bills may also be printed from the system for those desiring traditional check payment by mail, and check or cash payments are also accepted at the Rhodes Express counter in Burrow Hall.

*****Rhodes Express does not accept credit card payments*****

- Mailing address (Please include student Rhodes ID# on memo line of the check)

**Rhodes College
Attn: Rhodes Express
2000 N. Parkway
Memphis, TN 38112**

- For wire transfer information, please contact Rhodes Express directly at express@rhodes.edu.