

# HOW TO MAKE A PAYMENT ON JOE'S

# 1. Log onto Missouri S&T web page and select Joe'SS

Go to <http://www.mst.edu> and select "Joe'SS"

The screenshot shows the Missouri University of Science and Technology website. At the top, there is a navigation bar with links for 'A-Z Index', 'People', 'Apply', 'Map', 'Giving', 'Search', and a search box. Below this is the university's name and a secondary navigation bar with links for 'PROSPECTIVE STUDENTS', 'CURRENT STUDENTS', 'ALUMNI & FRIENDS', 'COMMUNITY', and 'FACULTY & STAFF'. A large banner image shows two students in hard hats working in a field. Below the banner, there are several sections: 'Get Started' with links like 'Visit Campus' and 'Apply Online'; 'Information About' with links like 'Missouri S&T' and 'Academics'; 'News' with recent headlines; and 'Online Resources' which is circled in red and contains links for 'Blackboard', 'Miner Mail', 'Joe'SS', and 'Calendar'. To the right of the 'Online Resources' section is a '[more news]' link. Further right are two promotional banners: 'girls go green' and 'epic journey' for the 'SOLAR MINER VI' competition. At the bottom, there is a 'College Portrait' logo and a footer with contact information and legal notices.

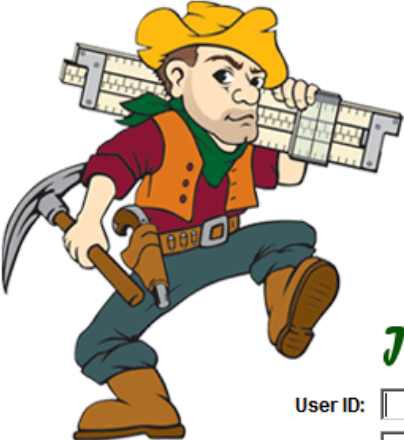
## 2. Log onto Joe'SS

Enter the student User ID and the password. The User ID is the first part of the student email address (i.e. If email address is [joeminer@mst.edu](mailto:joeminer@mst.edu) , User ID would be joeminer) . The password is the one used to access the Missouri S&T network including email. **The student is the only one who has the password.** Missouri S&T does not have access to the password.

MISSOURI  
S&T MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY *Joe'SS*

**Guest Access**  
[Catalog and Schedule of Classes](#)

**Help Links**  
[Forgot Your Password?](#)  
[Training](#)  
[Help Desk](#)  
[Registrar's Office](#)  
[Cashier's Office](#)



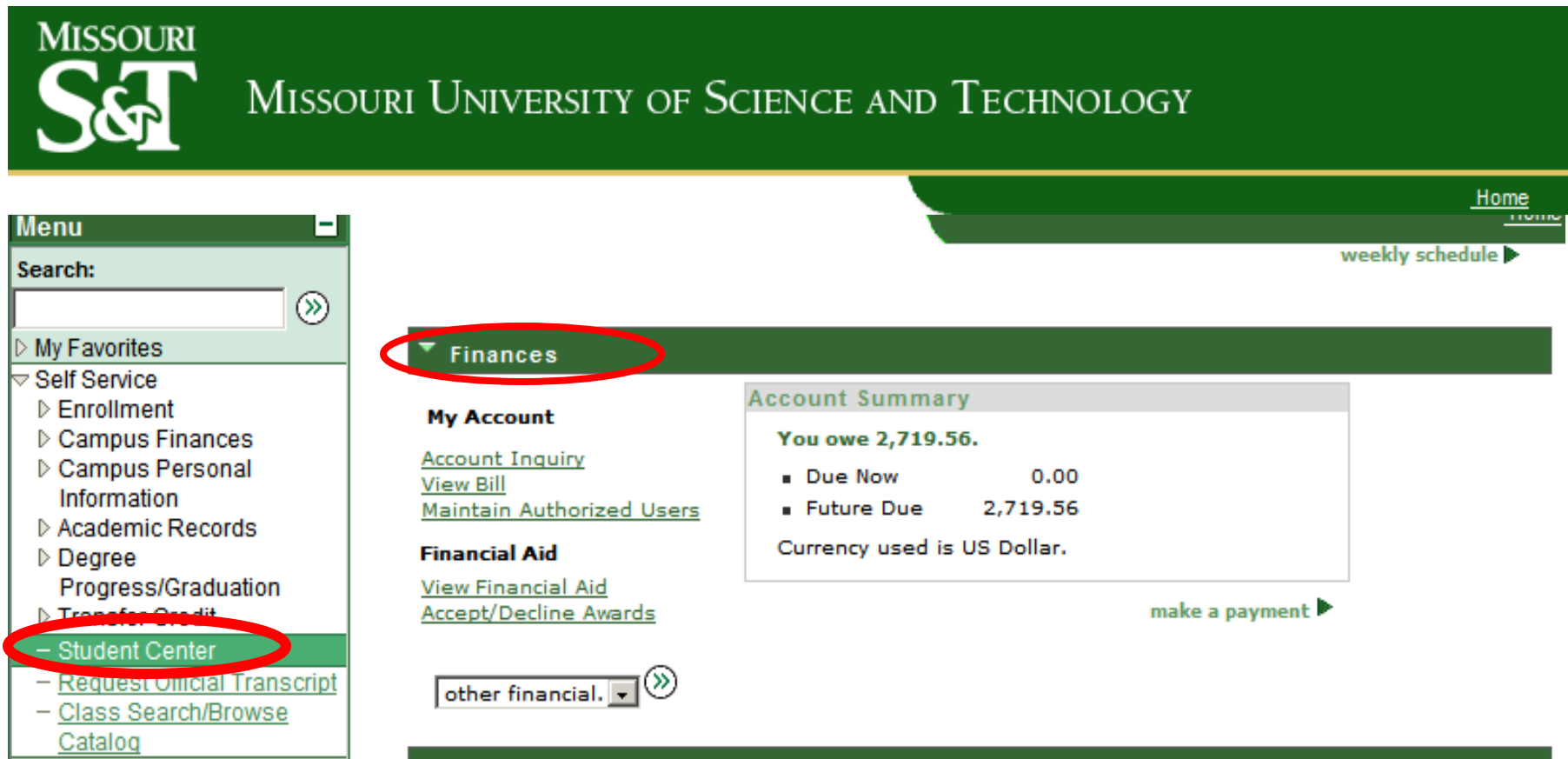
**Joe Miner's Self Service**

User ID:  (SSO or e-mail ID)

Password:  (case sensitive)

# 3. Go to Campus Finances

After logging on to Joe'SS, click on "Student Center" and then scroll down to the "Finances" section.



The screenshot shows the Missouri S&T Student Center interface. At the top, there is a green header with the university's name and logo. A navigation bar contains links for "Home" and "weekly schedule". On the left, a "Menu" sidebar lists various services, with "Student Center" and "Finances" highlighted with red circles. The main content area displays the "Finances" section, which includes a "My Account" summary showing a balance of 2,719.56, and an "Account Summary" box with a table of due amounts. A "make a payment" button is visible at the bottom right of the account summary.

**Menu**

Search:

- My Favorites
- Self Service
  - Enrollment
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree Progress/Graduation
  - Transfer Credit
  - Student Center**
  - Request Official Transcript
  - Class Search/Browse Catalog

**Finances**

**My Account**

[Account Inquiry](#)  
[View Bill](#)  
[Maintain Authorized Users](#)

**Financial Aid**

[View Financial Aid](#)  
[Accept/Decline Awards](#)

[»](#)

**Account Summary**

**You owe 2,719.56.**

■ Due Now	0.00
■ Future Due	2,719.56

Currency used is US Dollar.

[make a payment](#) [»](#)

## 4. In “Campus Finances”, Click “Make a Payment”

Click “Make a Payment” at either one of the two spots shown

The image shows a screenshot of the Missouri University of Science and Technology's self-service portal. On the left is a 'Menu' sidebar with a search bar and several categories. Under 'Self Service', the 'Campus Finances' category is expanded, and 'Make a Payment' is circled in red. The main content area shows the 'Campus Finances' header with a description: 'View your account, make an electronic payment, view and accept your financial aid awards.' Below this are four tiles: 'Account Inquiry', 'Make a Payment' (circled in red), 'View Financial Aid', and 'Manage Direct Deposit'. The 'Make a Payment' tile includes the subtext 'Make a credit card or eCheck payment toward your account.'

**Menu**

Search:

- ▷ My Favorites
- ▷ UM Processes and Reports
- ▽ Self Service
  - ▷ Enrollment
  - ▼ Campus Finances
    - [Account Inquiry](#)
    - [Make a Payment](#)
    - [Accept/Denine Awards](#)
    - [View Financial Aid](#)
    - [Manage Direct Deposit](#)
  - ▷ Campus Personal

Main Menu > Self Service >

### Campus Finances

View your account, make an electronic payment, view and accept your financial aid awards.

- [Account Inquiry](#)  
View details about your financial account.
- [Make a Payment](#)  
Make a credit card or eCheck payment toward your account.
- [View Financial Aid](#)  
View information about your financial aid awards, including scheduled disbursements.
- [Manage Direct Deposit](#)  
Manage Direct Deposit

## 5. Click on “Make Payment”

When new window opens up with the “Message Board” screen, click on “Make Payment”.



The screenshot shows the QuikPAYR system interface. At the top left is the University of Missouri logo and name, with campuses listed as Columbia, Kansas City, Rolla, and St. Louis. Below this is the user name "Joe Miner - 7777777" and navigation links for Privacy Policy, Contact Us, and Log Out. A left-hand navigation menu lists several options, with "Make Payment" circled in red. The main content area is titled "Message Board" and contains a welcome message and a list of features.

University of Missouri  
COLUMBIA • KANSAS CITY • ROLLA • ST. LOUIS

Joe Miner - 7777777 [Privacy Policy](#) [Contact Us](#) [Log Out](#)

[Message Board](#)  
[Payment Profiles](#)  
[Authorize Payers](#)  
[User Preferences](#)  
[View Accounts](#)  
**[Make Payment](#)**  
[Scheduled Payments](#)  
[Transaction History](#)

### Message Board

Welcome to the *QuikPAYR* system. Through *QuikPAYR*, 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.

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



## 6. Type in amount and select payment type

Type in the amount you want to pay. Then click on drop down box and select echeck, credit card, or a stored profile if you have one. **The “Amount Due” is shown based on the current month’s billing statement. This does not reflect any payments or charges that have been applied since the last billing statement.**



The screenshot shows the University of Missouri payment portal. At the top, the university logo and name are displayed, along with the locations: COLUMBIA • KANSAS CITY • ROLLA • ST. LOUIS. Below this, the user's name and ID are shown: Joe Miner - 77777777. There are links for Privacy Policy, Contact Us, and Logout.

The main content area is titled "Enter Payment Amount" and includes the instruction: "Please enter in the amount you want to pay and click 'Continue' button." The form displays the following information:

- Account: **Student Account**
- Due Date: 03/15/2007
- Amount Due: \$57.47
- Minimum Payment: \$0.00
- Payment Amount:
- Payment Method:

The "Payment Method" dropdown menu is open, showing the following options:

- Select one...
- eCheck
- Credit Card
- Select a stored profile...
- Checking (CHECKING 1111)
- JMINER (MASTERCARD 0057)

Buttons for "Continue" and "Cancel" are visible at the bottom right of the form. A red circle highlights the "Payment Amount" input field and the "Payment Method" dropdown menu.

## When making payments:

- Credit Card Payment:
  - American Express, VISA, MasterCard and Discover can be used.
  - A 2.75% convenience charge of the transaction amount will be assessed if paid with a credit card.
  - Payment immediately applies to account after payment is made.

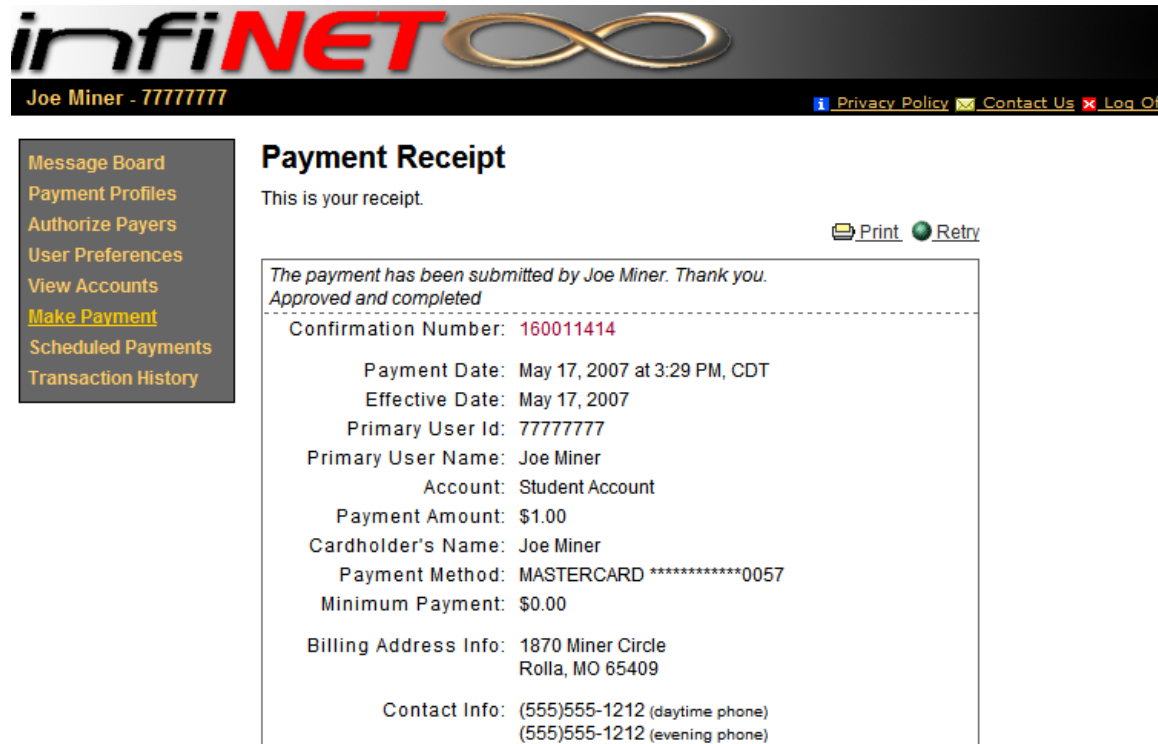



# When making payments:

- E-check Payment
  - **No fee for making e-check payment**
  - Payment immediately applies to account
  - Fast, simple, easy to use.
  - Type in routing number, account number and amount.

# 7. Receipt for payment

Once payment is made, below is a sample receipt you will see for your payment. You will see 2 boxes like the one shown below. One for the actual payment and a separate box for the convenience charge portion.



**infiNET** 

Joe Miner - 7777777 [Privacy Policy](#) [Contact Us](#) [Log Off](#)

[Message Board](#)  
[Payment Profiles](#)  
[Authorize Payers](#)  
[User Preferences](#)  
[View Accounts](#)  
[Make Payment](#)  
[Scheduled Payments](#)  
[Transaction History](#)

### Payment Receipt

This is your receipt. [Print](#) [Retry](#)

*The payment has been submitted by Joe Miner. Thank you.  
Approved and completed*

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**Confirmation Number:** 160011414

**Payment Date:** May 17, 2007 at 3:29 PM, CDT  
**Effective Date:** May 17, 2007  
**Primary User Id:** 77777777  
**Primary User Name:** Joe Miner  
**Account:** Student Account  
**Payment Amount:** \$1.00  
**Cardholder's Name:** Joe Miner  
**Payment Method:** MASTERCARD \*\*\*\*\*0057  
**Minimum Payment:** \$0.00  
**Billing Address Info:** 1870 Miner Circle  
 Rolla, MO 65409  
**Contact Info:** (555)555-1212 (daytime phone)  
 (555)555-1212 (evening phone)

Thank you for your payment. Your payment has been received by the university. It may be up to 12 hours before your payment appears on your student account depending on the time of day you completed the transaction.

# QUESTIONS?

Web Site:

<http://cashier.mst.edu>

Phone:

573-341-4195

E-Mail

[cashier@mst.edu](mailto:cashier@mst.edu)

