

QuikPAY: View & Print Your Bill

With QuikPAY, our online bill-management system, you can access your University bill any time, from any computer with an Internet connection.

- **Going paperless.** In the future, University bills will only be available electronically (paper statements will be discontinued). Use QuikPAY to view and print your most recent statement or access past electronic bills. *Note:* You are not required to pay your bill online. Use the *Payment Options & Restrictions* handout to choose the most convenient option.
- **Check your UMail account.** The Bursar's Office will notify you via email when a new statement is ready.
- **Your University bill vs. Account Activity.** Your *Account Activity* (available in SPIRE, under *Account Inquiry*) provides a complete and up-to-date list of charges and payments associated with your Bursar Account. Your bill is a snapshot of your *Account Activity* up to a certain date. For the most recent transactions, always check your *Account Activity* (not your bill).
- **Your connection to QuikPAY times out after 10 minutes of inactivity.** Use SPIRE to re-connect to QuikPAY.

A. View Your Bill

QuikPAY recommends Internet Explorer 5.x (or higher) or Netscape Navigator 5.x (or higher) for Windows or Macintosh.

1. Log on to SPIRE at <https://spire.umass.edu> with your 8-digit UMass ID.
2. On your *Student Center*, under *Finances*, click *View/Pay bill*. Your QuikPAY home page will open in a new browser window. *Note:* Make sure your browser's pop-up blocker is disabled or QuikPAY will not open.
3. From your QuikPAY home page, go to *View Accounts > Current Statement*. Your most recent statement will open.
4. On the *Current Statement* page, check:

Account: Bursar Bill		Account Actions:
Student Name:	Student ID:	
Statement of Activity thru	20-Sep-2006	
Account Balance as of 20-Sep-2006	\$2,667.50	
Minimum Payment Due to Avoid a Penalty:	\$2,667.50	
Payment Due Date:	13-Oct-2006	
Previous Balance	\$13,014.00	
Current Payment/Financial Aid	\$0.00	
Current Charges/Adjustments	CR \$10,346.50	
Current Amount Due	\$2,667.50	
Current Amount Due without waivable fees	\$2,679.50	

Check the 'thru date' to see the last day covered by this bill.

The minimum amount you need to pay to avoid additional charges.


Your payment deadline. Late fees may apply if your payment is received after this date.

Fig 1.0. QuikPAY Current Statement

- The *Statement of Activity thru* date to see the last day covered by this bill. Any transactions initiated after this date will not appear on this statement.
- The *Minimum Payment Due to Avoid a Penalty*, or the minimum amount you need to pay to avoid additional charges.
- The *Payment Due Date*, or the date by which the Bursar's Office must receive your payment.


B. Print Your Bill

Open your bill in PDF format, then print it from Adobe Reader. If you choose to mail your payment, print your bill as a PDF, detach the bottom portion, and include it with your check or money order.

1. On the *Current Statement* page, next to the *Issue Date*, click the *PDF icon* (). Your bill will open as a PDF in a new browser window. Make sure that:
 - You are using the latest version of Adobe Reader. To double-check (and to download a free copy), visit the Adobe Web site (<http://www.adobe.com>).
 - You have disabled your browser's pop-up blocker or the PDF will not open.
2. In the PDF document, go to *File > Print...* The *Print* window opens.
3. In the *Print* window, click *Print*. Your statement will print to the printer linked to your computer.

C. View Past Statements

Your QuiKPAY profile includes past electronic bills starting with your July 2007 statement.

1. In your QuikPAY profile, go to *View Accounts > Statement History*. The *Statement History* page opens with a summary of your past bills, ordered chronologically by *Billing Date*.
2. On the *Statement History* page, click the *Detail icon* () next to a statement to view its contents.