

The convenience of viewing your bill and paying your tuition online is now available in NEST.

### **What are my payment options?**

The payment options available are:

- Credit card (excluding VISA)  
**NOTE: If you use the credit card payment option, you will be charged a 2.75% Service Charge for processing your payment.** This means that the Service Charge amount is calculated based on 2.75% of your payment amount. The 2.75% Service Charge is added to your payment and will appear as a separate item on your credit card statement. **The Service Charge is not a fee assessed by your institution. The Service Charge is not refundable, even if the payment to which it relates is cancelled, refunded, credited, or charged back.**
- Electronic check (transfer funds directly from your checking or savings account)  
**NOTE: Electronic check payments are not charged the 2.75% Service Charge.**

### **What is a payment profile?**

A payment profile is a way to store your credit card or checking information so you do not have to reenter the information for multiple payments.

### **How do I create a payment profile?**

1. Click on the **Payment Profiles link** on the navigation pane on the left side of the screen.
2. Click on **Add Credit Card** or **Add eCheck Profile**.
3. Fill out the appropriate information.
4. Click **add**.

The following image shows the information needed to add a credit card profile.

QuikPAY(R) Add Credit Card Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://host2.infn.../creighton/cp/profile/prepareAddCreditCardProfile.do> Go Links »

**Add Credit Card Profile**

Please enter your credit card information in the following fields and then click "Add" button.  
NOTE: All fields are required.

For help, please click on the question mark next to a field.

**Profile Information**

Profile Name:

**Credit Card Information**

Cardholder's Name:

Card Type: MASTERCARD

Credit Card Number:

Expiration Date: -- MONTH -- / -- YEAR --

**Billing Address Information**

Address 1:

(optional) Address 2:

City:

**For U.S. Address**

State: -- US STATE --

Zip:

**For International Address**

Region / Province:

Postal Code:

Country: UNITED STATES

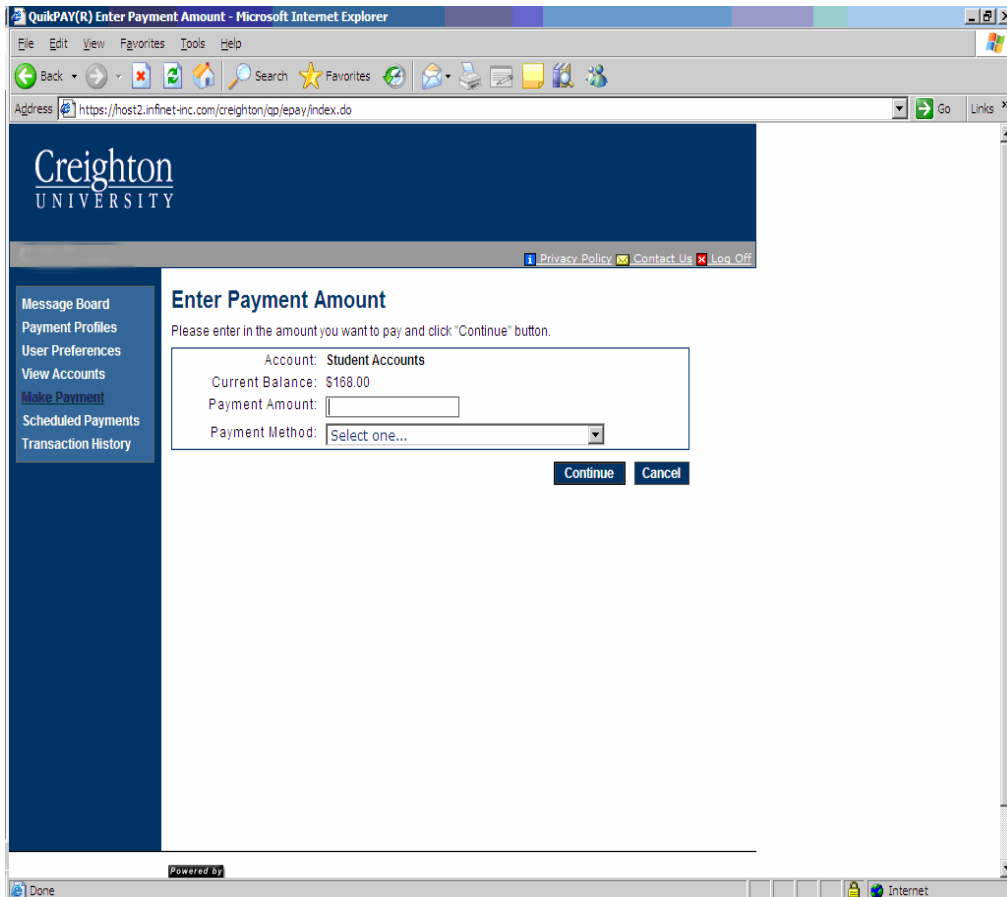
**Contact Information**

Daytime Phone:

e.g. (555) 555-1212x123 OR +31 42 123 4567

## How do I make a payment?

1. Click on the **Make Payment link** on the navigation pane on the left side of the screen. Your current balance will be shown.
2. Enter the amount of payment you would like to make in the Payment Amount field.
3. Select your payment method from the Payment Method field. You can select one of your payment profiles at this time.
4. Click **Continue** to finalize the payment.
5. Click **Confirm**.



## How do I authorize my parent/guardian or others to make a payment on my behalf?

1. In NEST click on the **Student and Financial Aid** link.
2. Click on the **Authorize Your Parent or Others to View Your Information** link.
3. Click the checkbox **View Account/Make Payment**.
4. Enter the appropriate information. Login information for your parent or other authorized user will be sent to them via the email address that was provided. Once they login they will see a link to make a payment on your account.

## Will I still receive a paper bill?

Yes – currently you will still receive a paper bill. When an electronic bill has been created, an email notification will be sent to your Creighton email address. Although no date has been set, eventually paper bills will be eliminated.

### **What are the Benefits of Online Billing and Payment?**

- The flexibility of viewing your bill electronically 7 days a week from any location via the internet.
- The ability of paying your bill electronically 7 days a week from any location via the internet with a bank account in the United States. Billing information and payments are private and secure.
- The elimination of mail service. No postage required and no risk of lost payments.
- Convenient access for authorized parties, such as a parent, guardian, or sponsor to view and pay the bill.