



Dear Full-Time Students and Families,

June 16, 2008

In preparation for the 2008 Fall Semester bill that will be mailed as well as emailed to your campus email address on or about June 28, 2008, I would like to introduce our bill presentment and payment processing service through QuikPAY, a program which offers secure online statement viewing and payment options, available 24 hours per day for your convenience.

The Fall Semester payment will be due **July 28, 2008** so we introduce this option now to allow for online accessibility to your student billing information once it becomes available after the June 28 billing date. Students may access QuikPAY through WebAdvisor on [www.my.champlain.edu](http://www.my.champlain.edu) and authorize parents or others to access and make payments to their student account. Once authorized by the student, all authorized payers as well as the student will receive an email each time a new billing statement is available on QuikPAY.

Please see the information below which explains the process for a student to sign on to QuikPAY through WebAdvisor in order to make payments and/or setup authorized payers to access the account. Check and cash payments are also accepted at our office location in Skiff Hall but credit cards (MasterCard, American Express and Discover) are only accepted through the QuikPAY website. Please note that VISA does not participate in the QuikPAY program. There is a convenience fee of 2.75% charged when using a credit card but no fee is charged for electronic payments from checking or savings accounts.

### QuikPAY- Student Sign On Process

Students may view their statement or authorize parents or others to view and pay their statement. Authorized users would only have access to view the statement and their personal payments. Each semester, an electronic statement notification would be emailed to the student and each authorized payer.

Sign into your MyChamplain Account\* at: <https://my.champlain.edu/portal/main.html>

Enter your user name: **first.last** (full first name, not nickname and last name)

Enter your password: **mmddyyyy** (date of birth without slashes. DOB password is only when activating an account)

**\*New students** will need to be sure that they have activated their accounts before attempting to sign into MyChamplain. Go to <http://welcome.champlain.edu/activate.htm> This site is where they will personalize their password from the original DOB (username: first.last and first password: mmddyyyy) Then proceed to <https://my.champlain.edu/portal/main.html> and login using their username (first.last) and their password that they created.

Students experiencing difficulty signing in may call the HELP DESK at 802-860-2710 to reset their password. It would be reset to your 7-digit ID # and include the preceding zeros. (i.e. 82-0012345 the ID # to enter is 0012345)

Click on **“LAUNCH WEB ADVISOR”** similar to the process for online course registration.

Click on **“Students”**

See the heading **“Student Accounts”** and click on **“FT Students-Pay my bill”**.

See menu at left of screen: Click on **“Authorize payers”**, then click on **“Add New”**, and follow instructions to enter a login name and password and the email address of payer. Once authorized, the payer will receive an email notifying them that they may now view and pay your statement.

### Authorized Payers:

<https://QuikPAYasp.com/champlain/studentaccounts/authorized.do>

If you have any questions regarding this letter or the detailed information above, please feel free to contact the Student Account Office at [studentaccounts@champlain.edu](mailto:studentaccounts@champlain.edu) or at 1-802-860-2741.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Kennedy'.

Patrick Kennedy  
Student Accounts Officer