

Student: Using Pathway to Make Payments

1. Go to www.pathway.umkc.edu.
2. Type in your UMKC SSO ID (this is the part of your UMKC email before the @ symbol) and password and click “Sign In.”
 - a. If you don’t know your SSO or the password, click on “Forgot My Password”.

Note: If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will have another menu option, “Self-Service”.

3. Click on Self Service, then Campus Finances, then Make a Payment. Click the continue button on the screen that comes up. *Note: Pop-up Blockers must be disabled at this step.*
4. You will be directed to a University of Missouri web site.
 - a. Click the “Make Payment” link in the left-hand blue menu bar
 - b. Enter a payment amount – the minimum shown on the last bill is visible, but another amount can be entered if multiple payments are to be made or changes have occurred since the last billing cycle. *(Note: If no amount due is shown, you can still make payment toward the current balance by typing in the amount you would like to pay.)*
 - c. Select your payment method: e-check or credit card. *(Note: Credit Card payments incur a 2.75% service charge that will show up as a separate transaction on your card.)*
 - d. You will now be given the total amount to be charged and asked to enter your credit card or checking account information and a profile name if you wish to save this credit card information for future use.
 - e. Click “Continue” and follow the prompts to complete the transaction. You will be able to print a receipt after the transaction processes.

Authorized Users: Using Quikpay to Make Payments

1. Go to <https://quikpayasp.com/umsystem/kcity/sa/authorized.do>.
2. Type in the user ID and password set up by your student. If you do not have this information, your student must reset you in the Pathway system.
3. You will be directed to a University of Missouri web site.
 - a. Click the “Make Payment” link in the left-hand blue menu bar
 - b. Enter a payment amount – the minimum shown on the last bill is visible, but another amount can be entered if multiple payments are to be made or changes have occurred since the last billing cycle. (*Note: If no amount due is shown, you can still make payment toward the current balance by typing in the amount you would like to pay.*)
 - c. Select your payment method: e-check or credit card. (*Note: Credit Card payments incur a 2.75% service charge that will show up as a separate transaction on your card.*)
 - d. You will now be given the total amount to be charged and asked to enter your credit card or checking account information and a profile name if you wish to save this credit card information for future use.
 - e. Click “Continue” and follow the prompts to complete the transaction. You will be able to print a receipt after the transaction processes.

4. **Setting up authorized users** – you may give other people (i.e. parents, spouses, etc.) access to your billing information via Quikpay. Authorized users can view 12 months of previous bills and make payments towards your student account.
 - a. Click “Authorize Payers”
 - b. Click “Add New”
 - c. Enter Name, Email, and set up Login/Password.
 - d. Click “Add”
 - e. Click “Confirm”
 - i. The user will be sent an email with the web link password.
 - ii. Users can change their automatically generated password using the “Maintain User Profile” link when they log-on.
 - f. You then have access to reset authorized users passwords or delete authorized users. You may have as many authorized users as you need.
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Other ways to make payments...

1. Bring a payment in-person to the Cashier’s office with cash, personal check, traveler’s check, cashier’s check, or money orders.
2. Drop off a payment by check at one of the Cashier’s drop boxes located in the Administrative Center Lobby or University Center. Make sure to write your student ID number on the check.
3. Mail a payment by check to the Cashier’s office. Make sure to write your student ID number on the check.

All checks can be made out to UMKC.

Cashier’s Office

816-235-1365
816-235-5510 fax

Location:

112 Administrative Center
5115 Oak Street
Kansas City, MO 64110

Mailing Address:

UMKC Cashier’s Office
5100 Rockhill Road, 112 AC
Kansas City, MO 64110