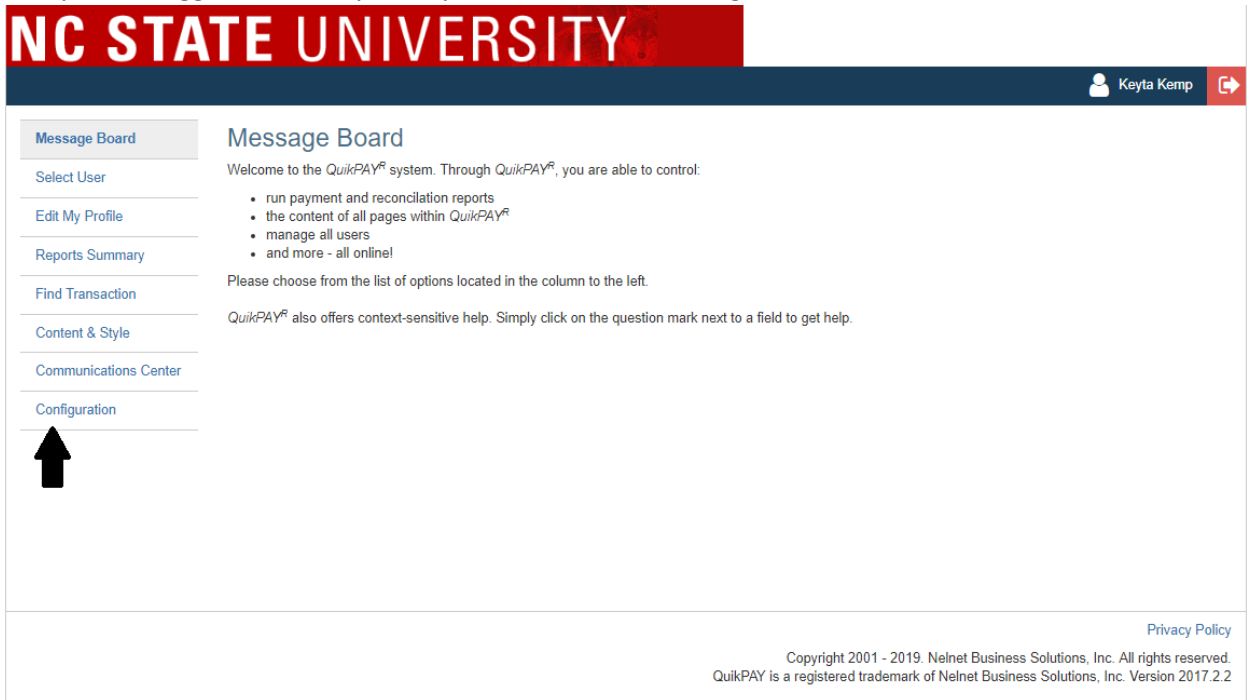


How to add a user to Nelnet (QuikPay)

1. Once you are logged into the system, you see the following screen.



The screenshot displays the QuikPAY system interface. At the top, there is a red banner with "NC STATE UNIVERSITY" in white. Below this is a dark blue navigation bar with a user profile icon labeled "Keyta Kemp" and a red arrow icon. The main content area is titled "Message Board" and contains a welcome message: "Welcome to the QuikPAY[®] system. Through QuikPAY[®], you are able to control:" followed by a bulleted list: "run payment and reconciliation reports", "the content of all pages within QuikPAY[®]", "manage all users", and "and more - all online!". Below this is a prompt: "Please choose from the list of options located in the column to the left." and a note: "QuikPAY[®] also offers context-sensitive help. Simply click on the question mark next to a field to get help." On the left side, there is a vertical menu with the following items: "Message Board", "Select User", "Edit My Profile", "Reports Summary", "Find Transaction", "Content & Style", "Communications Center", and "Configuration". A black arrow points to the "Configuration" item. At the bottom right, there is a "Privacy Policy" link and a copyright notice: "Copyright 2001 - 2019, Nelnet Business Solutions, Inc. All rights reserved. QuikPAY is a registered trademark of Nelnet Business Solutions, Inc. Version 2017.2.2".

2. Click on "Configuration", then "Users".
3. If you are logged into QuikPay Commerce manager there are only two options for creating new IDs "Commerce Manager CSR" or "Commerce Manager Reporter" IDs, select which one the user will be and click on the "Add New User" button.
4. If you are adding a Classic order user ID there are multiple options the user should be able to tell you which order type they need role access to.

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Keyta Kemp

Maintain System Users

- To create a new system user, please select user type from the dropdown list then click "Add New User" button.
- To modify a system user, please select user type from the dropdown list then click "Edit" icon.
- To delete a system user, please select user type from the dropdown list then click "Delete" icon.

User Type: Commerce Manager Administrator Commerce Manager Administrator Commerce Manager CSR Commerce Manager View Only CSR Commerce Manager Reporter **Add New User**

Edit	Delete	Account Status	Name	SSO ID	Role
		Active	Heidi Kozlowski	hmkozlow@ncsu.edu	Commerce Manager Administrator
		Active	Jack Foster	jfoster@ncsu.edu	Commerce Manager Administrator (unrestricted)
		Active	Jon Idol	jdol@ncsu.edu	Commerce Manager Administrator (unrestricted)
		Active	Keyta Kemp	kjkemp2@ncsu.edu	Commerce Manager Administrator (unrestricted)
		Active	commerce admin		Commerce Manager Administrator (unrestricted)

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- Once on the "Add User Profile" screen select type of user from the drop-down box and enter in the user name, email address, SSO ID(enter in email address).

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Add User Profile

Enter in the user profile information then click "Add" button.

User Type: **Commerce Manager CSR**

Role: Commerce Manager CSR (unrestricted)

Name:

Email:

SSO ID:

Add **Cancel**

- Then click on the "Add" button. The system will automatically send the user an email with their login credential.