



DEAC – Deacon Electronic Account Center

Instructions: System Access and Navigation for Parents and Other Authorized Payers

How to Log In

Parents and other authorized users can access DEAC through the following web site:

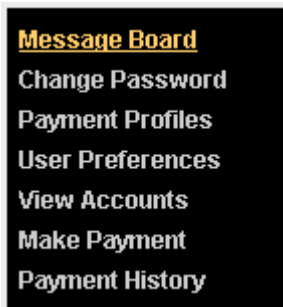
<https://quikpayasp.com/wfu/tuition/authorized.do>

These users can also access DEAC through the Student Financial Services web site:

<http://www.wfu.edu/deac>

Navigation Menu

Throughout the DEAC system the navigation menu will always be available on the left hand side of the screen. Your current location will be highlighted in old gold and underlined. Each of the menu options will be discussed in depth in the coming sections.



To move to a different menu option simply click on it.

Message Board

You will be welcomed each time you log in with the DEAC Message Board. Student Financial Services will post relevant information here pertaining to student accounts. Be sure to read the message board for the most up-to-date information and instructions.

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Message Board

- Change Password
- Payment Profiles
- User Preferences
- View Accounts
- Make Payment
- Payment History

DEAC Message Board

Welcome to DEAC -- your Deacon Electronic Account Center!

Fall refunds will be available beginning Friday August 27th at 3:00 pm. Refunds will only be issued once all Financial Aid funds have been received.

DEAC is the place to view and pay student accounts online. The system will allow you to:

- View monthly statements
- View account activity since your last monthly statement
- Pay online via a draft from your checking or savings account

Should you need instructions on how to navigate and use DEAC, click [here](#)

Student or parent borrowers of Federal Stafford or Federal Perkins Loans have the right to cancel all or a portion of the loan disbursement that has been credited to the student's account within the last thirty days, and that remains on the student's account, by requesting in writing to the Office of Student Financial Aid the cancellation or reduction of the disbursement within fourteen days of the date this notice was sent. Please be aware that canceling any aid, however, may result in unpaid charges and therefore may prevent enrollment.

If you need to contact Student Financial Services, please feel free to contact us:
Telephone: (336) 758-5234
Email: fas-ar@wfu.edu
Please be sure to include the student's name and ID number when contacting Student Financial Services via email.

Change Password

After your student gives you your username and initial password, you have the opportunity at anytime to change the password associated with your account.

The screenshot shows the 'Change Password' page on the Wake Forest University website. At the top, the university's name is displayed in a large, white, serif font against a black background. Below this is a yellow navigation bar containing links for 'Privacy Policy', 'Contact Us', and 'Log Off'. On the left side, there is a dark grey sidebar with a list of menu items: 'Message Board', 'Change Password' (highlighted in yellow), 'Payment Profiles', 'User Preferences', 'View Accounts', 'Make Payment', and 'Payment History'. The main content area has the title 'Change Password' and a brief instruction: 'To change your current password, please provide the appropriate data in the fields below. Click the "Save" button to save your changes'. Below the instruction are three text input fields labeled 'Old Password:', 'New Password:', and 'Confirm Password:'. At the bottom right of the form are two buttons: 'Save' and 'Cancel'. A note at the bottom states: 'NOTE: Password must be at least six(6) characters long and can only use letters and digits.'

Press **Save** to confirm your change.

Payment Profiles

Users have the ability to store payment information. This will save you time from having to re-enter banking information each time you make a payment.

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Payment Profiles

Your existing payment profiles are listed below.

- To add a new Deacon OneCard Profile, please click "Add Card Profile" button.
- To add a new eCheck Profile, please click "Add eCheck Profile" button.

Add eCheck Profile

Edit	Delete	Profile Name	Account
--No Profiles Saved--			

To add a new Payment Profile, click 'Add eCheck Profile.'

- Give your profile a name. This name will allow you to easily recognize the account (e.g. 'My checking account'). You can have up to twenty characters in the name (punctuation, such as an apostrophe, is not allowed).
- Enter your account information. The 'Holder's Name' should be the name on the bank account. Enter the routing (United States or Canadian banks only) and account numbers exactly how they appear your checking or savings account. Click on the ? for an explanation on where to find the routing and account numbers on your paper check.
- The address and contact information should be the account holder's information.

Add eCheck Profile

Please enter your check 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:	<input type="text"/>
Account Information	
Holder's Name:	<input type="text"/>
Account Type:	<input type="text" value="CHECKING"/>
Routing Number:	<input type="text"/> ?
Account Number:	<input type="text"/> ?
Address Information	
Address 1:	<input type="text"/>
(optional) Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="-- US STATE --"/>
Zip:	<input type="text"/>
Contact Information	
Daytime Phone:	<input type="text"/> (555) 555-1212
Evening Phone:	<input type="text"/> (555) 555-1212

Press **Add** to confirm your changes.

After entering each profile, the Payment Profiles screen will update and list each profile you have stored.

Edit	Delete	Profile Name	Account
		My checking account	CHECKING ****1111

You may edit or delete each profile whenever it is necessary by clicking on the associated icon.

User Preferences

The User Preferences screen is user configurable. You have the option to receive email notifications whenever an event occurs on your student’s account, such as a new monthly bill is posted or when you make a payment.

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User Preferences

To be notified of your statements via email, please enter a primary and secondary email address. Click the appropriate check boxes to select your desired level of notification.

Email Addresses

Primary:

Secondary:

Notification

Email me when a bill arrives.

Email me a copy of my payment confirmation.

Save **Cancel**

DEAC can send you emails to as many as two different email accounts. Enter your ‘Primary’ address and if you would like your email to go to an additional email address, populate the ‘Secondary’ email address field.

Press **Save** to make confirm your changes.

View Accounts

The 'View Accounts' screen defaults to show your student's up-to-date account activity since your last monthly statement. This information is updated nightly.

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Account Status

Below is recent account activity.

Aid that this anticipated, that does not have a date next to it, is not eligible to be refunded.

Anticipated credits are not eligible to pay current balances.

Account: **Student Account Statement** Account Actions:

Student ID: 0123456789 **Current Balance:** \$58.00

Student Name: Andrea Bohn **This information is accurate up to Wed, Oct 13, 2004**

Current Activities					
Date	Term	Description	Charges	Credits(CR)	Total Due
10/01/2004		Previous Balance	58.00	0.00	58.00
			58.00	0.00	58.00

To look at your current monthly statement, prior statements or make a payment, use the drop down box.

Account Actions:

- Select Action
- Current Statement
- Statement History
- Make Payment

Current Statement

The 'Current Statement' screen shows your most recent monthly statement. The first table shows what is currently due; the second table shows anticipated future activity. To see a PDF version of your paper bill, click on 'Printable Statement.'

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Current Statement

Below is your current statement.

- To view your statement history, please select "Statement History" from the dropdown list.
- To make a payment, please select "Make Payment" from the dropdown list.

Account: **Student Account Statement** Account Actions:

 [Printable Statement](#)

Student ID: 1234567890 **Statement Date:** April 30, 2004
Student Name: Wendy Logan **Due Upon Receipt**

Statement Details					
Date	Term	Description	Charges	Credits(CR)	Total Due
04/01/2004		Previous Balance	20.00	0.00	20.00
04/15/2004	Spring 04	Park/Veh Violation 04/13/2004	50.00	0.00	70.00
04/30/2004	Spring 04	Payment	0.00	(20.00)	50.00
04/26/2004	Summ 1 04	TUITION	1,880.00	0.00	1,930.00
			1,950.00	(20.00)	1,930.00

If you have received notification of a financial aid award, please enter that amount on the statement as a credit and apply it toward your balance due. If you have questions regarding your financial aid award, please contact your aid office at the number listed below:
Undergraduate Office of Student Financial Aid - (336) 758-5154
Athletic Compliance and Financial Aid - (336) 758-4277

If you plan to live in campus housing for the summer, please add to your payment \$360 for double room rent and \$540 for single room rent for each session that you plan to live in campus housing.

Preliminary Activity for the Upcoming Semester(s)					
Date	Term	Description	Charges	Credits(CR)	Total Due
02/18/2004	Fall 04	Payment	0.00	(500.00)	(500.00)
			0.00	(500.00)	(500.00)

*** Fall balances are due by August 01,2004

Statement History

The 'Statement History' screen shows a listing of your student's previous twelve (12) monthly online statements. To view the detail of a particular statement, click on the magnifying glass in the 'Detail' column.

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Statement History

To view a specific statement, please click the appropriate "Detail" icon.

Account: **Student Account Statement** Account Actions:

Detail	Billing Date	Balance	Due Date	Amount Due
	09/30/2004	\$58.00	Not Available	\$58.00
	08/31/2004	CR \$19.00	Not Available	CR \$19.00
	07/31/2004	CR \$20.00	Not Available	CR \$20.00
	06/30/2004	\$13,655.00	Not Available	\$13,655.00
	05/31/2004	\$20.00	Not Available	\$20.00
	04/30/2004	\$1,930.00	Not Available	\$1,930.00
	03/31/2004	\$20.00	Not Available	\$20.00
	02/29/2004	\$50.00	Not Available	\$50.00
	01/31/2004	\$505.00	Not Available	\$505.00
	12/31/2003	CR \$50.00	Not Available	CR \$50.00
	12/31/2003	CR \$50.00	Not Available	CR \$50.00
	11/30/2003	\$15,625.00	Not Available	\$15,625.00

Make Payment

Users can use DEAC to pay their University bills. You can pay your student accounts, recharge your student's Deacon OneCard or pay automobile registration fees.

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Enter Payment Amounts

Please enter in the amount you want to pay for each account and click "Pay" button.

Account		
Student Account Statement	Amount Due	\$58.00
	Payment Amount	<input type="text"/>
Deacon OneCard Recharge	Payment Amount	<input type="text"/>
Automobile Registration	Payment Amount	<input type="text"/>

-- eCheck --

Indicate the amount that you want to pay in the 'Payment Amount' fields. If you do not want to pay a particular charge just leave the field blank.

Once you have entered the appropriate amounts, choose the payment profile from the drop down box. You can choose a profile that you have already set up (e.g. 'My checking account') or if you want to do a one time payment choose '-- eCheck --'.

-- eCheck --
-- eCheck --
My checking account

Click **Pay**.

Payment History

The 'Payment History' screen will show all the payments that you have made towards your student's account. You will only see payments that you have made. You will not see payments the student has made or payments other authorized users have made on the student's behalf.

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Online Payment History

Listed below are all online payments made to your account. To view transaction details, click the appropriate "Detail" icon.

NOTE: Invalid transactions are identified by the "Invalid Transaction" icon next to the confirmation number.

Detail	Confirmation Number	Date	Amount	Account	Payment Method	Payer
	1117	12/01/03	\$250.00	Student Account Statement	CHECKING	Wendy Logan

For details about a particular transaction, click on the magnifying glass icon under the 'Detail' column.

Contact Information

If you experience any technical issues within the DEAC system or have questions regarding the information contained within it, please contact Student Financial Services:

Telephone: (336) 758-5234
Email: fas-ar@wfu.edu