PAN-ATLANTIC UNIVERSITY’S PAYMENT PROCESS FLOW:

We are happy to inform you that Pan-Atlantic University has opened up easier and more convenient ways to make payments of tuition fees and other levies. You can now make hassle-free payments at designated banks listed at the bottom of this manual using PayDirect. You can also use the quickteller.com platform to process your payments at the comfort of your home, office or anywhere else using your laptop, PC and mobile device. Below is a step by step process on how you can make payments using PayDirect and Quickteller.

1. PAYMENTS USING PAYDIRECT (BANK BRANCH)

STEP 1: Parent/guardian/student goes to a bank branch to pay tuition fees and other levies to Pan-Atlantic University with cash.

N:B- Please note that for cheque payments, it is advisable to visit the bank branch upon which the cheque is drawn (i.e. payee bank)

STEP 2: Parent/guardian/student fills deposit slip, enter the Student’s name on the depositor's slip and his Invoice Number (quoted on the invoice sent to the student e.g SAJ/2016/0000) and amount you want to pay.

N:B- Please ensure the invoice number is in uppercase. Invoice numbers can be fetched from the Parent and/or Student portal on sims.pau.edu.ng or from the automated email sent to the students.

TELLER PROCESSES AND ISSUES RECEIPT

STEP 3: Collect an e-receipt for reference from the teller

N:B- Please note that your transaction is incomplete without your e-receipt so ensure you collect it before leaving the bank.
2. PAYMENTS USING QUICKTELLER

STEP 1: Go to quickteller.com and search for PAN-Atlantic University as shown below
STEP 2: Enter your ward’s invoice number, your email, phone number (Not Compulsory) and Amount you want to pay.

N:B- Amount must be greater than zero otherwise an error message “Amount is not Valid” will be displayed.

Please ensure the invoice number is in uppercase. Invoice numbers can be fetched from the Parent and/or Student portal on sims.pau.edu.ng or from the automated email sent to the students.
STEP 3: Ensure all fields have been correctly filled and click Continue

STEP 4: Please ensure form has been completed with Customer Name, Amount and Convenience fee displayed. Then click on Pay.
STEP 5: After entering the Card Number, Month, Year and CVC as shown below, please click Pay. If the payment is successful, you will get the message “transaction successful”.

![Payment Screen with details entered and Pay button highlighted]