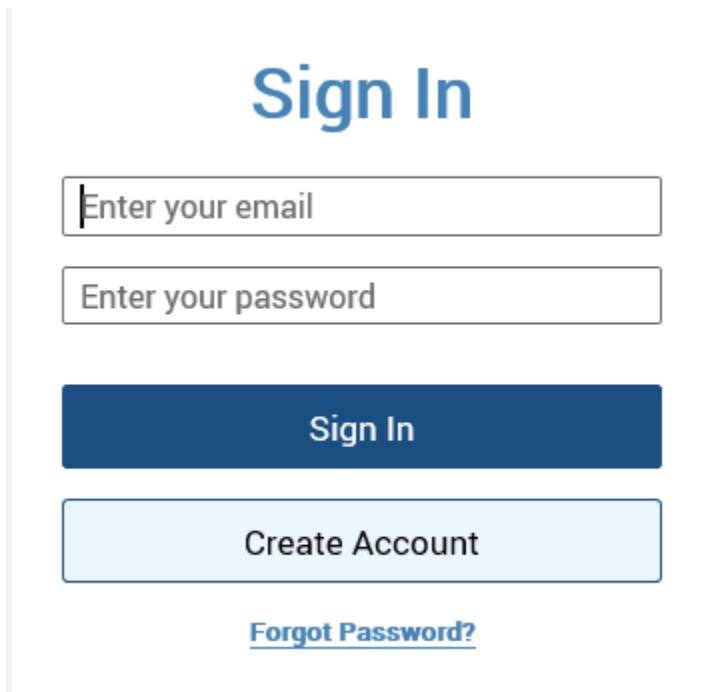


CREATING A STUDENT QUICK PAY ACCOUNT IN RYCOR

Please click the below link to create a RYCOR online payment account and then follow the directions below:

<https://www.studentquickpay.com/lexrich5>

1. Click on “Create Account”



The screenshot shows a login interface with the following elements:

- Sign In** (large blue heading)
- Input field: Enter your email
- Input field: Enter your password
- Dark blue button: Sign In
- Light blue button: Create Account
- [Forgot Password?](#) (underlined blue text)

2. Enter “First Name”, “Last Name”, “Email” & “Password” (twice) and click “Next”

Create Account

First Name

Last Name

E-Mail

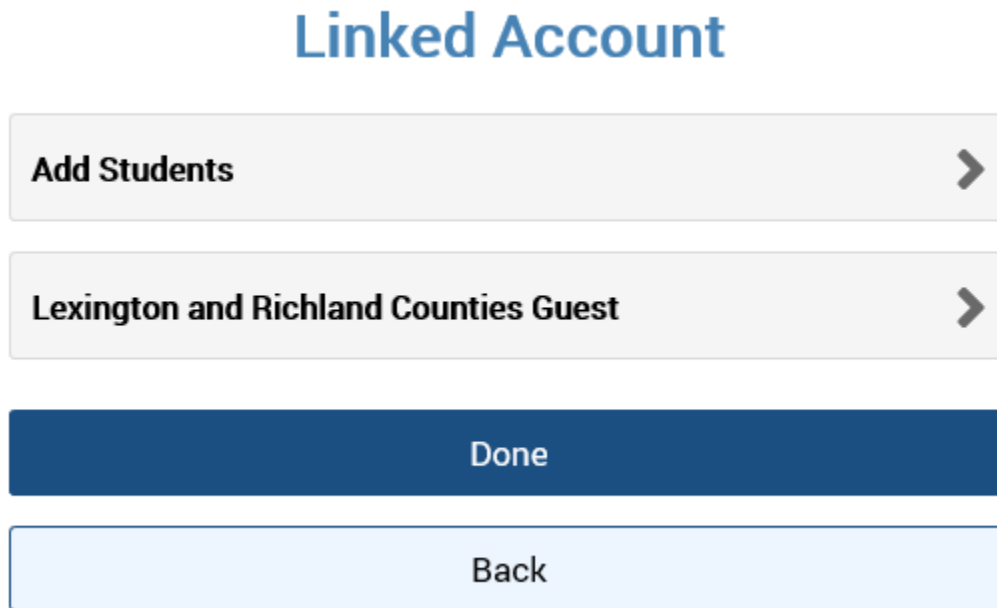
Password

By using this site, you agree to the [Privacy Policy](#) and [Terms of Service](#).

Next

Cancel

3. Click “Add Students”



4. Complete the “Add Students” section and then click “Add Student”

The Student ID # can be found on your Rycor statement or class schedule. If you need help with this, please contact the school Secretary/Bookkeeper for assistance.

Linked Account

Add Students

For each student you would like to add to your account, complete the information below and click Add Student.

Student ID

Last Name

Add Student

Lexington and Richland Counties Guest 

Done

Back

5. Click "Done"