QuikPAY: Set up ‘Authorized Payers’

QuikPAY allows you to designate ‘authorized payers’, one or more individuals who can view your bill and make a payment on your behalf. A few reminders:

(a) Each payer maintains a separate QuikPAY account with their transaction history and Payment Profiles. Payers’ account information is confidential and is not available to anyone, including the students who designate them.

(b) Authorized payers access QuikPAY at a separate URL. Your authorized payers receive their login details (user name, URL) at the email address that you provided for them during the setup process.

(c) Students have 24-hour access to editing or canceling their authorized payers. QuikPAY will notify payers of any changes via email.

A. Add an Authorized Payer

In compliance with FERPA (the Family Educational Rights & Privacy Act), your Bursar account information is confidential and cannot be shared with others without your consent. By creating an authorized payer, you agree to release your Bursar account information to this individual.

1. From your QuikPAY home page, click Authorize Payers. The Authorized Payers page opens.

2. On the Authorized Payers page, click Add New to set up a new payer. The Add Authorized Payer page opens.

3. On the Add Authorized Payers page:
   - In the Name field, enter the payer’s full name.
   - In the Create Login Name field, enter a user name for this payer. Note: Your payer’s Login Name and Password must be at least 6 characters long (letters and digits only).
   - In the Password and Confirm Password field, enter a temporary password for this payer’s QuikPAY account.
   - In the Email field, enter the payer’s email address.
   - Click Add. You will return to the Authorized Payers page.

4. Once added, your payers automatically receive an email with their Login Name and QuikPAY URL. For security reasons, passwords are not included in this email. You need to give your payers their temporary passwords (they will be prompted to change it the first time they access QuikPAY).

B. Reset an Authorized Payer’s Password

1. From your QuikPAY home page, click Authorize Payers. The Authorized Payers page opens, listing all your active payers.

2. On the Authorized Payers page, click the Edit icon (edit) next to the payer whose password you wish to reset. The Edit Authorized Payer page opens.


4. When prompted to confirm the password change, click OK. QuikPAY will automatically generate a new temporary password and send it to your payer’s email address.