

Adding Authorized Payers

This page applies to the QuikPay Platform. If you are looking for the Enterprise Payment Platform, view the [Enterprise](#) section.

This article explains how a student can add Authorized Payers for their QuikPay Payment Plans as well as grant access to existing payment plans. Only the student can add Authorized Payers and grant access.

Authorized Payers (APs) can view the student's account/balance and make a payment towards the account. Only the student/payer can add Authorized Payers and there is a limit of five authorized payers.



Note

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), a student's educational records and their account information may not be released to a third party (e.g. your spouse, your parents, sponsor, etc.) without the student's written permission.

Adding authorized payers steps

1. Upon login, the student will select **Authorize Payers** from the left-hand menu.

Message Board

Welcome to the QuikPAY[®] system. Through QuikPAY[®], you are conveniently able to:

- manage your payment profiles
- authorize others to make payments on your behalf
- view your account status
- quickly make payments to your account
- and more - all online!

Please choose from the list of options located in the column to the left.

QuikPAY[®] also offers context-sensitive help. Simply click on the question mark next to a field to get help.

2. From the Authorized Payers page, click **Add New**.

Message Board

Payment Profiles

Student Choice Refunds

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

Authorized Payers

Through QuikPAY[®], you are able to authorize others to make payments to your personal accounts.

- To create a new authorized payer, please click "Add New" button.
- To modify a currently authorized payer, please click "Edit" icon.
- To delete a currently authorized payer, please click "Delete" icon.

[+ Add New](#)

Delete	Name	Login Name	Email	Account Status	Used By	Creation Date
	Blake Payer	blakepayer	Testpayer1@test.net	Active	Payment Plan	05/10/2018
	Jennifer Payer	jpayer1	Testpayer2@test.net	Active	Payment Plan	05/10/2018

3. The student must enter the **Authorized Payer's Full Name**, **Authorized Payer's Email**, reconfirm the email address, and **Create a Login Name**.



Note

The Authorized Payer's login name must be six characters long and can only include letters and numbers. The Authorized Payer's name is how the name will display to the user in QuikPay.

Peter Payer

Message Board

Payment Profiles

Student Choice Refunds

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

Add Authorized Payer

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your written permission. By creating an authorized payer, you are giving written consent for that individual to view your account information and to make payments towards your account.

Authorized Payer Information

Authorized Payer's Full Name*:

Authorized Payer's Email*:

Confirm Email*:

Create Login Name*:

[Save](#) [Cancel](#)

Select **Save**.

All Authorized Payers added by the student are displayed on the Authorized Payers screen as displayed below.

- Message Board
- Payment Profiles
- Student Choice Refunds
- Authorize Payers**
- User Preferences
- View & Pay Accounts
- Transaction History
- Payment Plan
- Messages

Authorized Payers

Through *QuikPAY*[®], you are able to authorize others to make payments to your personal accounts.

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- To delete a currently authorized payer, please click "Delete" icon.

✔ The authorized payer has been created and notified by email.

+ Add New

Delete	Name	Login Name	Email	Account Status	Used By	Creation Date
✖	Blake Payer	blakepayer	payer1@test.test.com	Active		05/10/2018
🔒	Jennifer Payer	jpayer1	payer2@test.test.com	Active	Payment Plan	05/10/2018
✖	Grandma Payer	gma101	grandma1@test.test.com	Active		06/01/2018

Multiple students

If a parent has multiple students attending the school they will need separate login credentials for each student.

Granting access to existing payment plans

Plan owners can also add new authorized payers and grant access to an existing payment plan when necessary. After adding authorized payers, plan owners would navigate to **Payment Plan > Agreement Id# > Manage Authorized Payer Access** and [Select Access](#) for each added authorized payer.

- Message Board
- Payment Profiles
- Authorize Payers
- User Preferences
- View & Pay Accounts
- Transaction History
- Payment Plan
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- TSC1098-T

Payment Plan Details

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Spring

Terms and Conditions

Owner: Peter Payer

Agreement Id#: 100220

Authorized Access: Manage Authorized Payer Access None Granted

Status: ACTIVE

Created on: Jul 23, 2020 at 3:24 PM, EDT

Account: Northern Tuition

Next Payment Date: 12/21/2020

Primary User Id: 123456789

Primary User Name: Peter Payer

Service Fee: 2.75%

Payment Method: CityBank (VISA ending with 1111) [Change Payment Method](#)

Billing Address Information: 2121 Casa grande
Lincoln, NE 68506

Contact Information: (202)121-1111(Daytime Phone)
(202)121-1111(Evening Phone)
peter.payer@university.edu(eMail)

What's next?

Upon creation of the new Authorized Payer, the AP will receive an email notice indicating they have been added as an Authorized Payer or [granted access](#).



Release update

With the [2020.1 release](#), passwords are set to not expire for Authorized Payers.

Example of an authorized payer email

The email notifies the Authorized Payer of their username and includes a URL link for QuikPay access.

The Authorized Payer has seven days from the date they receive an email invite to click the link and establish their QuikPay account.

Dear Grandma Payer,

Peter Payer has set you up as an authorized payer on their online student account.

You have been assigned the following username: gma101

Please use the link below to set your password:

<https://uatquikpayasp.com/sales15/qp...o?hash=#####>

After setting your password, you can login in the future at <https://uatquikpayasp.com/#####>

Regards,

QuikPAY College