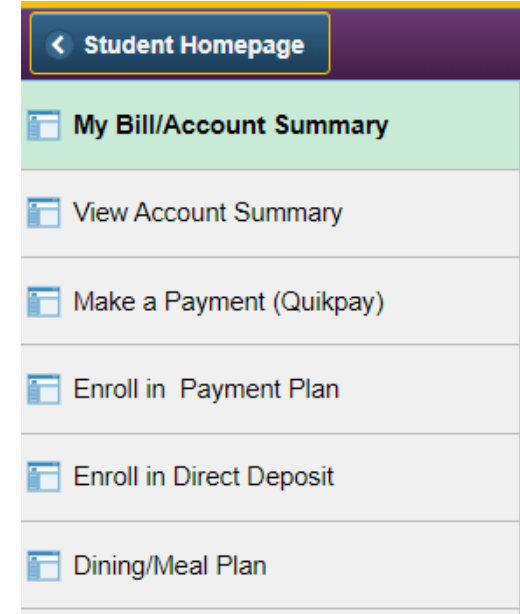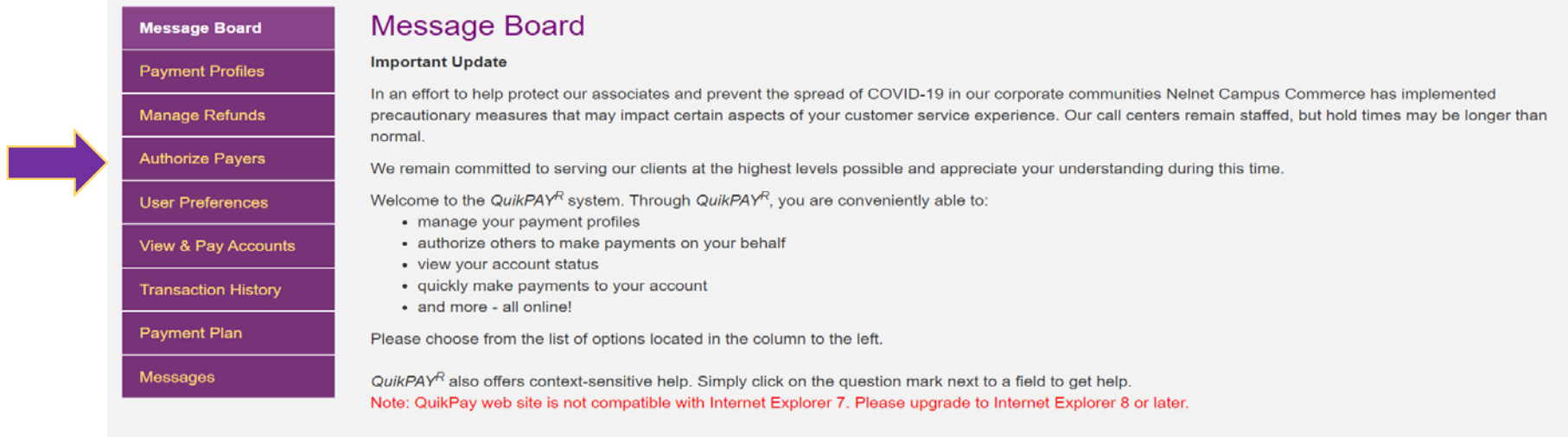# QuikPAY – Adding Authorized Payers

Student logs into myWCU using Student ID and password
Student clicks on Student Financials Tile
Student clicks on QuikPAY link (Make a Payment) Tab

Student selects Authorize Payers from the Message Board

QuikPAY – Adding Authorized Payers

Authorized Payers

Through *QuikPAY^R*, 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.

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

⊕ Add New

NAME	LOGIN NAME	EMAIL	ACCOUNT STATUS	CREATION DATE	DELETE
			Active	04/22/2020	✕

- Students may add and delete Authorized Payers.
- Authorized Payers may submit online payments on behalf of their student
- Students may also grant access to view Payment Plan details.
  - ➢ When granted access, Authorized Payers will receive email notifications and payment reminders from QuikPAY.

QuikPAY – Payment Plan Details

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Message Board

Payment Profiles

Manage Refunds

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

Summer 1 & 2 2020
Terms and Conditions

Owner:	
Agreement Id#:	103832
Authorized Access:	None Granted
Status:	ACTIVE
Created on:	Apr 17, 2020 at 3:23 PM, EDT
Account:	**Student Accounts Payment Plan**
Down Payment:	2592.81
Next Payment Date:	06/22/2020
Primary User Id:	
Primary User Name:	
Service Fee:	2.75%
Payment Method:	testpp (MASTERCARD ending with 5454) [Change Payment Method]
Billing Address Information:	test newark, DC 19876
Contact Information:	(352)214-1324(Daytime Phone)

Change Authorized Access for Authorized Payers

Update Payment Method

Plan Details:
- Update Authorize Payers access
- Change the payment method for your plan.

QuikPAY – Managing Authorized Payers

Summer 1 & 2 2020
Terms and Conditions

Owner:	[REDACTED]
Agreement Id#:	103855
Authorized Access:	Manage Authorized Payer Access None Granted
Status:	ACTIVE

Plan Owner may grant access to an Authorized Payer:
- At the time of enrollment; or
- After enrollment is completed by selecting <u>Manager Authorized Payer Access</u> in Plan Details.

Manage Authorized Payer Access

Students have the ability to create Authorized Payers who may then log in themselves to view the student's account details and bills, and to make payments. However, only the student and/or the Authorized Payer enrolled in a payment plan can see the plan details and receive emails generated by the plan. Since you are the individual enrolling in a payment plan, you have the option to permit the Authorized Payers listed here access to see this payment plan's details and/or receive emails generated by this payment plan.

By Permitting an Authorized Payer(s) to view your Payment Plan details the individual(s) will have access to the details of your payment plan including payment and activity history.

If you also elect to allow an Authorized Payer(s) to receive payment plan emails they will have access to the Payment Plan details and receive all email notifications associated with that plan. Email notifications can be managed through the User Preference link.

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Authorized Payers

NAME	SELECT ACCESS
[REDACTED]	None ▼

None
Details Only
Details and Email

Continue