How to set up Authorized Payers in **QuikPAY**

**Step 1:** Log into your *myWCU* account using your user ID & password

**Step 2:** Click on the **Quikpay e-Payment & eBill** link under the Bursar’s Section
Step 3: Select **Authorize Payers** from the Menu

Step 4: Complete required information and click on the Add button

NOTE: Password and Login Name must be at least six(6) characters long and can only use letters and digits.
Students can add up to 3 Authorized Payers

Students can edit, delete & update Authorized Payers from this screen

Authorized payers will receive an e-mail notifying them of their users ID. They will need to contact the student for their password. Authorized Payers use the link provided in the e-mail to log on to view & print bills, review transactions or make a payment on the student’s account.

Below is an example of the e-mail Authorized Payers receive once the student has created their account on QuikPAY.
SHOULD AUTHORIZED PAYERS FORGET THEIR PASSWORD, THEY WILL NEED TO CONTACT THE STUDENT TO HAVE THE PASSWORD RESET.