QuikPAY – Adding Authorized Payers

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

Student selects Authorize Payers from the Message Board

Message Board

- Important Update
- QuikPAY® system
- Context-sensitive help

Note: QuikPay web site is not compatible with Internet Explorer 7. Please upgrade to Internet Explorer 8 or later.
QuikPAY – Adding Authorized Payers

**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.

The authorized payer has been created and notified by email.

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOGIN NAME</th>
<th>EMAIL</th>
<th>ACCOUNT STATUS</th>
<th>CREATION DATE</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Active</td>
<td>04/22/2020</td>
<td></td>
</tr>
</tbody>
</table>

- 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.
Plan Details:

- Update Authorize Payers access
- Change the payment method for your plan.
Plan Owner may grant access to an Authorized Payer:
• At the time of enrollment; or
• After enrollment is completed by selecting Manager Authorized Payer Access 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.