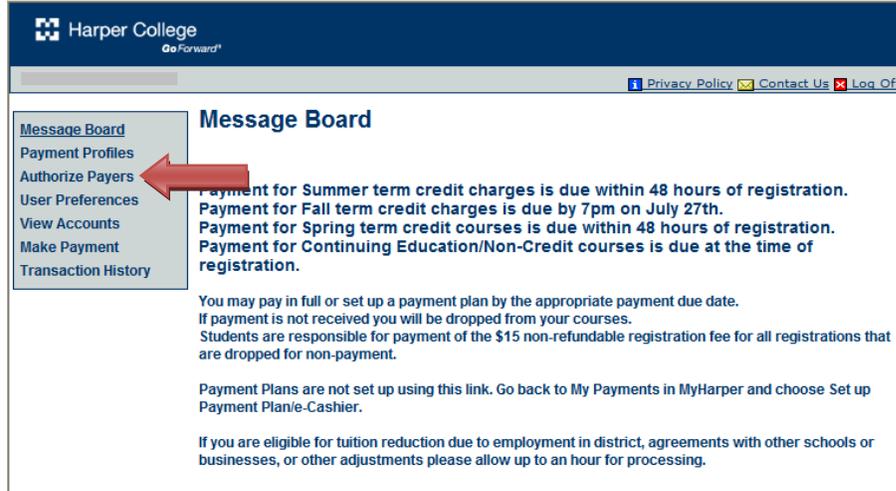


How to Set Up an Authorized Payer

1. The student will go into QuikPay and click the 'Authorized Payers' link.



Harper College
Go Forward!

Privacy Policy Contact Us Log Off

Message Board

Message Board
Payment Profiles
Authorize Payers
User Preferences
View Accounts
Make Payment
Transaction History

Message Board

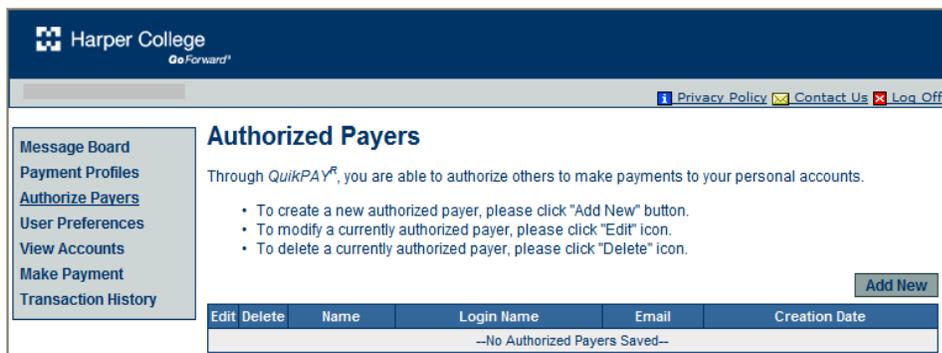
Payment for Summer term credit charges is due within 48 hours of registration.
Payment for Fall term credit charges is due by 7pm on July 27th.
Payment for Spring term credit courses is due within 48 hours of registration.
Payment for Continuing Education/Non-Credit courses is due at the time of registration.

You may pay in full or set up a payment plan by the appropriate payment due date.
If payment is not received you will be dropped from your courses.
Students are responsible for payment of the \$15 non-refundable registration fee for all registrations that are dropped for non-payment.

Payment Plans are not set up using this link. Go back to My Payments in MyHarper and choose Set up Payment Plan/e-Cashier.

If you are eligible for tuition reduction due to employment in district, agreements with other schools or businesses, or other adjustments please allow up to an hour for processing.

2. The student will then click on 'Add New' to add the Authorized Payer.



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Authorized Payers

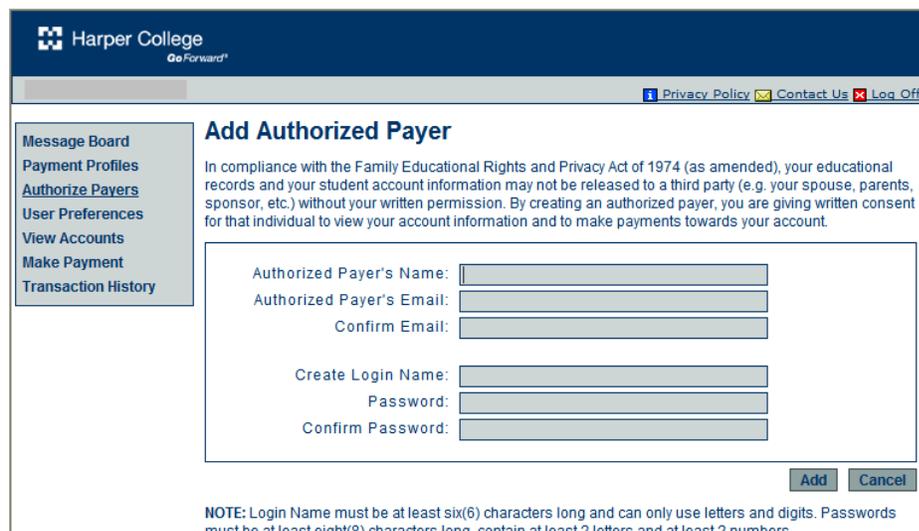
Through QuikPAY®, you are able to authorize others to make payments to your personal accounts.

- 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

Edit	Delete	Name	Login Name	Email	Creation Date
--No Authorized Payers Saved--					

3. The student then needs to fill in the information for the Authorized Payer and then click 'Add'.



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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's Name:

Authorized Payer's Email:

Confirm Email:

Create Login Name:

Password:

Confirm Password:

Add Cancel

NOTE: Login Name must be at least six(6) characters long and can only use letters and digits. Passwords must be at least eight(8) characters long, contain at least 2 letters and at least 2 numbers.

- The Authorized Payer will receive an email with a link that will direct them to the payment screen.
- Upon logging in for the first time the Authorized Payer will be prompted to change their password.

The screenshot shows the Harper College website header with the logo and 'Go Forward!' slogan. In the top right corner, there are links for 'Privacy Policy', 'Contact Us', and 'Log Off'. The main heading is 'Password Change Required'. Below the heading, there is a paragraph explaining the security requirements for password changes. A second paragraph provides examples of strong passwords based on passphrases. The form contains four input fields: 'Email', 'Temporary Password', 'New Password', and 'Confirm Password'. A 'Continue' button is located at the bottom right of the form. A note at the bottom states: 'NOTE: Password must be at least eight(8) characters long and must include at least two (2) letters and two (2) numbers.'

- Next the Authorized Payer will be able to make a payment after clicking on the 'Make Payment' link.

The screenshot shows the Harper College website header with the logo and 'Go Forward!' slogan. In the top right corner, there are links for 'Privacy Policy', 'Contact Us', and 'Log Off'. On the left side, there is a navigation menu with the following items: 'Message Board', 'Payment Profiles', 'Authorize Payers', 'User Preferences', 'View Accounts', 'Make Payment' (highlighted with a red arrow), and 'Transaction History'. The main heading is 'Enter Payment Amount'. The form displays account information: 'Account Number: H0', 'Name:', 'Account: Tuition and Fees', and 'Current Balance: \$0.00'. There are three input fields: 'Term' (a dropdown menu with 'Pick a term' selected), 'Payment Amount', and 'Payment Method' (a dropdown menu with 'Select One...' selected). A 'Continue' button is located at the bottom right of the form.