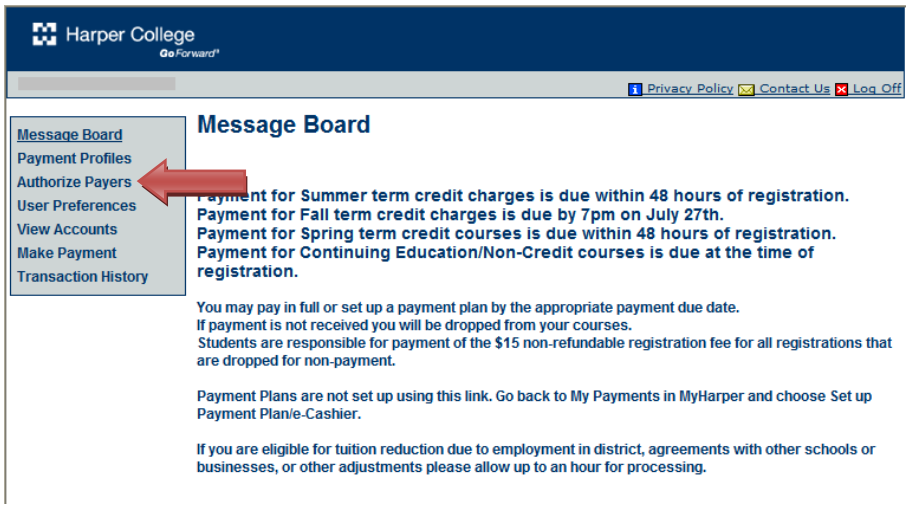
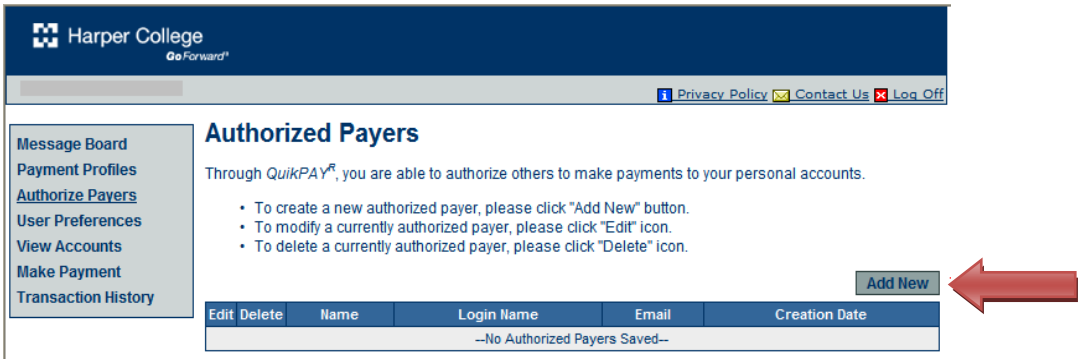
How to Set Up an Authorized Payer

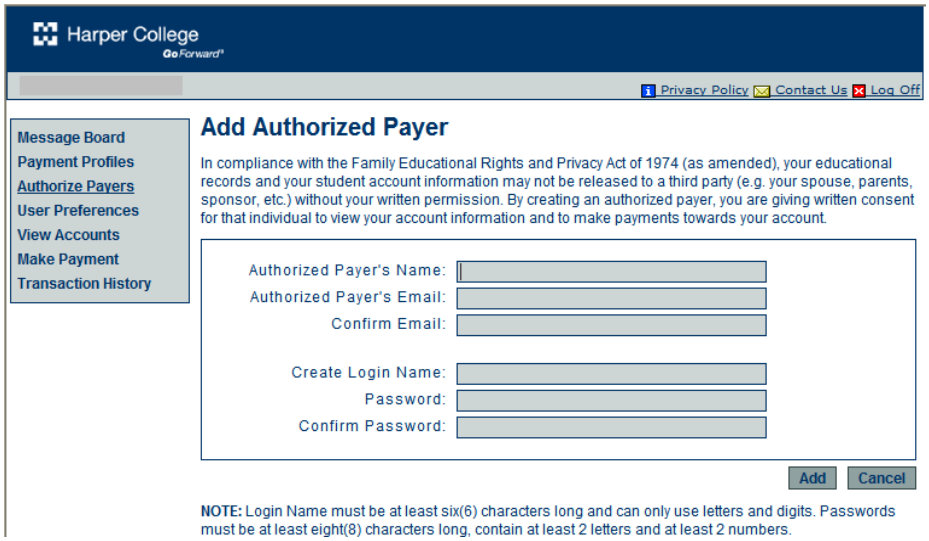
1. The student will go into QuikPay and click the 'Authorized Payers' link.



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

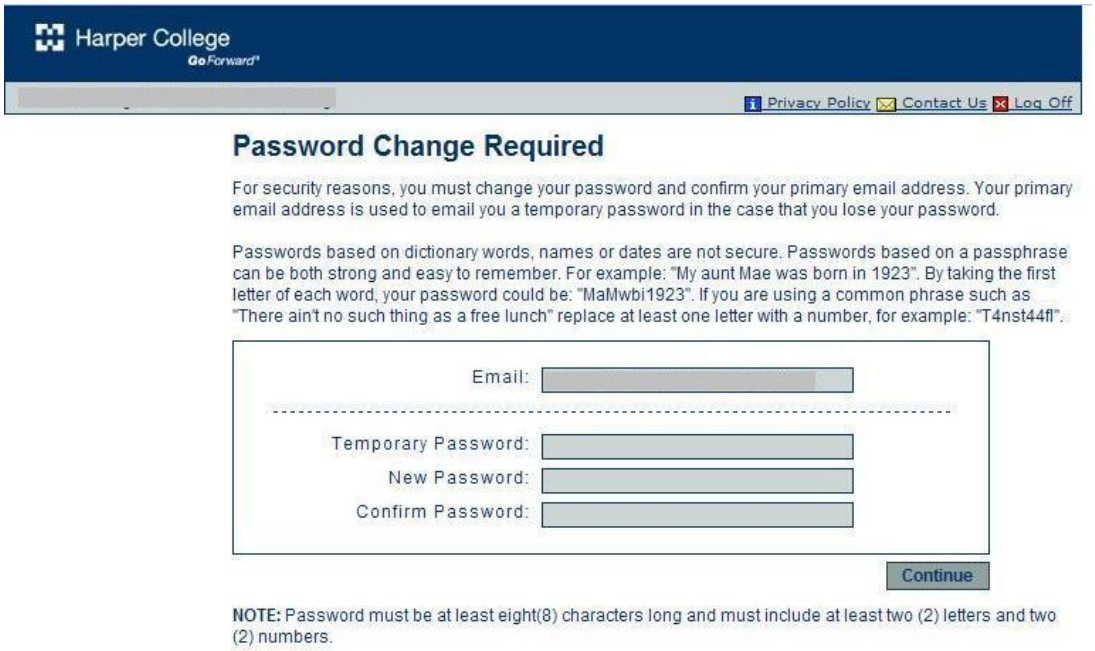
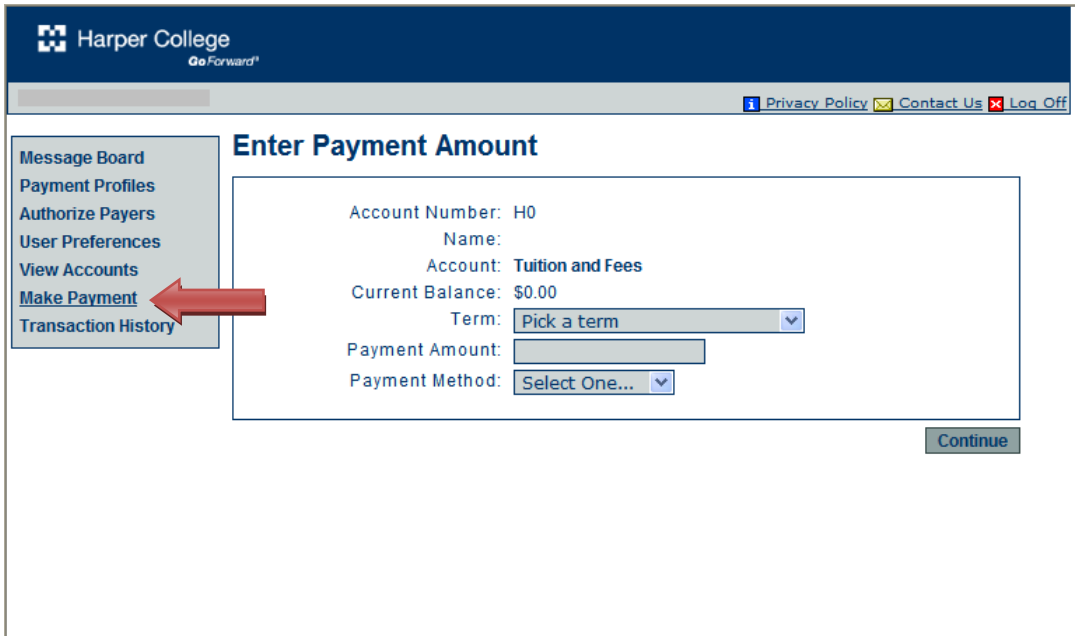


3. The student then needs to fill in the information for the Authorized Payer and then click 'Add'.



4. The Authorized Payer will receive an email with a link that will direct them to the payment screen.

5. Upon logging in for the first time the Authorized Payer will be prompted to change their password.



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