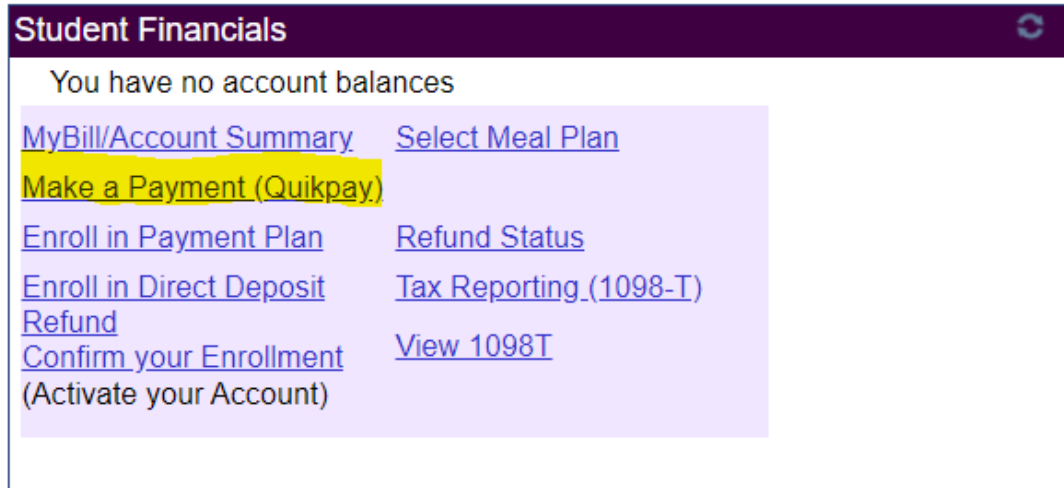# QuikPAY – Adding Authorized Payers

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

## Student Financials

You have no account balances

MyBill/Account Summary    Select Meal Plan

➡️ Make a Payment (Quikpay)

Enroll in Payment Plan    Refund Status
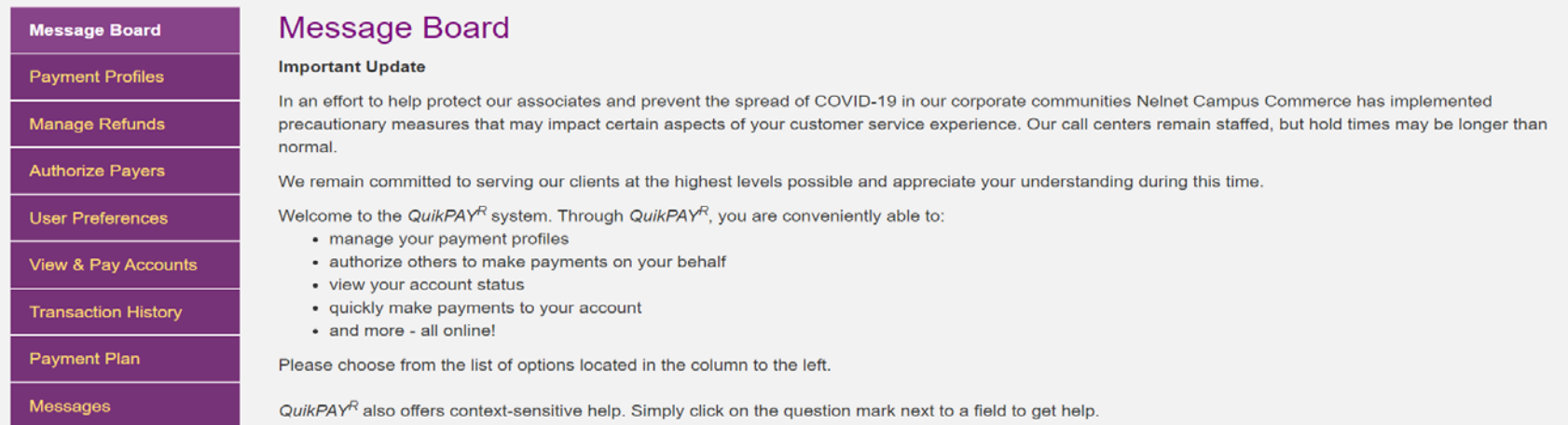
Enroll in Direct Deposit    Tax Reporting (1098-T)
Refund
Confirm your Enrollment    View 1098T
(Activate your Account)

Student selects Authorize Payers from the Message Board

| Message Board | |
|---|---|
| Payment Profiles | |
| Manage Refunds | |
| ➡️ Authorize Payers | |
| User Preferences | |
| View & Pay Accounts | |
| Transaction History | |
| Payment Plan | |
| Messages | |

## Message Board

**Important Update**

In an effort to help protect our associates and prevent the spread of COVID-19 in our corporate communities Nelnet Campus Commerce has implemented precautionary measures that may impact certain aspects of your customer service experience. Our call centers remain staffed, but hold times may be longer than normal.

We remain committed to serving our clients at the highest levels possible and appreciate your understanding during this time.

Welcome to the QuikPAY$^R$ system. Through QuikPAY$^R$, you are conveniently able to:

- manage your payment profiles
- authorize others to make payments on your behalf
- view your account status
- quickly make payments to your account
- and more - all online!

Please choose from the list of options located in the column to the left.

QuikPAY$^R$ also offers context-sensitive help. Simply click on the question mark next to a field to get 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*[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



**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: | ▇▇▇▇▇▇ |
| 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 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.<br><br>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.<br><br>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.

← Back

### Authorized Payers

| NAME | SELECT ACCESS |
|---|---|
| ▇▇▇▇ | None ▼ |

None

Continue

Details Only

Details and Email