

## Directions for Student to add an Authorized Payer:

Log into myWCU account using student ID and password  
Click the QuikPAY ePayment eBill link under Student Financials

The screenshot shows the 'Student Financials' header with a refresh icon and a settings icon. Below it is a 'Useful Links' section with a light purple background. The links are: Account Summary (with sub-link '(Activate your Account)'), Print Receipt, Quikpay ePayment eBill (highlighted in yellow), Select Meal Plan, Refund Direct Deposit, Refund Status, and Tax Reporting (1098-T).

Select Authorized Payers from the Message Board menu

A vertical purple menu with orange text. The items are: Message Board, Payment Profiles, Authorize Payers, User Preferences, View Accounts, Make Payment, Transaction History, Direct Deposit, and Messages.

Click "Add New"

The screenshot shows the 'Authorized Payers' page. On the left is a purple sidebar menu with the same items as the previous screenshot. The main content area has a title 'Authorized Payers' and a sub-header 'Through QuikPAY®, you are able to authorize others to make payments to your personal accounts.' Below this is a bulleted list of instructions: 'To create a new authorized payer, please click "Add New" button.', 'To modify a currently authorized payer, please click "Edit" icon.', and 'To delete a currently authorized payer, please click "Delete" icon.' On the right side, there is a blue arrow pointing down to a purple 'Add New' button. Below the instructions is a table with columns: Edit, Delete, Name, Login Name, Email, and Creation Date. The table contains one row with a red 'X' icon in the Edit column, a grey 'X' icon in the Delete column, a blank Name field, a dropdown menu in the Login Name column, an email address ending in '@verizon.net' in the Email column, and the date '08/14/2014' in the Creation Date column.

Complete the required information

Click the Add button

Up to three Authorized Payers may be added