

Directions for Student to add an Authorized Payer:

Log into myWCU account using student ID and password

Click on the QuikPAY ePayment eBill link under Student Financials

The screenshot shows the myWCU student portal dashboard. The top navigation bar includes links for My Schedule, Alerts, Current Tasks, and Student Financials. The main content area is divided into several sections: My Schedule (listing classes like EDR 304-03, EDR 307-05, EGP 220-03, and EGP 320-01), Alerts (listing holds and financial aid alerts), Current Tasks (listing academic information and plan information), WCU Announcements (listing this week at WCU), Financial Aid Alerts (listing all items completed), Important Dates (listing 2017 Fall dates), and Useful Links (listing various links like Enroll in a Class, My Class Schedule, and Degree Progress Report). The QuikPAY ePayment eBill link is highlighted in the Student Financials section.

Select Authorized Payers from the Message Board menu
Click "Add New"

The screenshot shows the Message Board menu. The menu items are: Payment Profiles, Authorize Payers, User Preferences, View Accounts, Make Payment, Transaction History, Direct Deposit, and Messages. A blue arrow points to the Authorize Payers option.

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.



Complete the required information

Click the Add button

Up to three Authorized Payers may be added