

How to set up Authorized Payers in *QuikPAY*

Step1: Log into your *myWCU* account using your user ID & password

Step 2: Click on the Quikpay e-Payment & eBill link under the Bursar's Section

The screenshot displays the West Chester University myWCU portal. At the top, there is a navigation bar with links for Home, Add to My Links, Sign Out, and Personalize Homepage. Below this is a search bar and a Favorites section. The main content area is titled 'Student Self-Service' and is divided into four columns: Self-Scheduling, Financial Aid, Student Financials (Bursar), and Personal Information. The 'Student Financials (Bursar)' column contains several links, with 'Quikpay ePayment & eBill' circled in red. Below this section is the 'WCU Activities and Resources' section, which includes links for Activities and Events, Library Resources, SSI, and Other Links. The browser's address bar at the bottom shows the URL 'E/EMPL/c/WCU/PORTAL.WCU_SS_EBILL.GBL?PORTALPARA' and the page is viewed at 100% zoom.

Home Add to My Links Sign Out Personalize Homepage

Search [] Favorites Select One: []

West Chester University

Student Self-Service

Self-Scheduling
Registrars Office
E.O.Bull 155
610-436-3541
610-436-2943 (Graduate)

Financial Aid
Financial Aid Office
E. O. Bull 138
610-436-2627

Student Financials (Bursar)
Bursar Office
E. O. Bull 164
Telephone: 610-436-2552
Fax: 610-436-3049

Personal Information
For Questions about your Personal Information Contact the Registrars Office
610-436-3541

[Enrollment Appointment](#)
[Enroll in a Class](#)
[My Class Schedule](#)
[My Weekly Schedule](#)
[Enrollment Verification](#)
[Unofficial Transcript](#)
[Grades](#)
[Degree Progress Report](#)
[Advisors](#)
[Apply for Graduation](#)
[Search Class Schedule](#)
[Search Course Catalog](#)

[AES](#)
[FAFSA on the web](#)
[NSLDS Student Access Website](#)
[Awards](#)
[Accept/Decline Financial Aid](#)

[Bursar Home Page](#)
[Tuition and Fees](#)
[Account Summary](#)
[Quikpay ePayment & eBill](#)
[Refund Status](#)
[Activate Student Account](#)

[Names](#)
[Addresses](#)
[Phone Numbers](#)
[Email Addresses](#)
[Demographic Summary](#)

WCU Activities and Resources

Activities and Events
[Campus Events Calendar](#)
[Cultural Events Calendar](#)
[Student Activities](#)
[Greek Life and Student Orgs.](#)
[Career Development Center](#)

Library Resources
[Library Search](#)
[Citation Style Guides](#)
[E-Reserves](#)
[E-Journals](#)
[EBSCOhost](#)
[LexisNexis](#)
[PALCI E-ZBorrow](#)
[FHG Library](#)

SSI
[Bookstore](#)
[Ram e Card](#)

Other Links
[Blackboard](#)
[FAQs for myWCU](#)
[Information Request](#)
[WCU Homepage](#)

E/EMPL/c/WCU/PORTAL.WCU_SS_EBILL.GBL?PORTALPARA Local intranet 100%

Step 3: Select Authorize Payers from the Menu

The screenshot shows the 'Message Board' page of the QuikPAYR system. The user is logged in as 'Joe Student'. The left sidebar menu has 'Authorize Payers' highlighted with a red circle. The main content area contains a welcome message and a list of features: manage payment profiles, authorize others to make payments, view account status, quickly make payments, and more. Below the list, there is a note about context-sensitive help.

myWCU Home Add to My Links Sign Out

Search [] Favorites Select One: []

Services for Students My Page

Joe Student Privacy Policy Contact Us Log Off

Message Board

Welcome to the *QuikPAYR* system. Through *QuikPAYR*, 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.

QuikPAYR also offers context-sensitive help. Simply click on the question mark next to a field to get help.

Step 4: Complete required information and click on the Add button

The screenshot shows the 'Add Authorized Payer' form. The user is logged in as 'Joe Student'. The left sidebar menu has 'Authorize Payers' highlighted. The main content area contains a disclaimer about the Family Educational Rights and Privacy Act of 1974. Below the disclaimer is a form with five input fields: Name, Create Login Name, Password, Confirm Password, and Email. At the bottom of the form are 'Add' and 'Cancel' buttons. A red arrow points to the 'Add' button. A note at the bottom states that the password and login name must be at least six characters long and can only use letters and digits.

myWCU Home Add to My Links Sign Out West Chester University

Search [] Favorites Select One: []

Services for Students My Page

Joe Student Privacy Policy Contact Us Log Off

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.

Name: []

Create Login Name: []

Password: []

Confirm Password: []

Email: []

Add Cancel

NOTE: Password and Login Name must be at least six(6) characters long and can only use letters and digits.

Students can add up to 3 Authorized Payers

Students can edit, delete & update Authorized Payers from this screen

Authorized payers will receive an e-mail notifying them of their users ID. They will need to contact the student for their password. Authorized Payers use the link provided in the e-mail to log on to view & print bills, review transactions or make a payment on the student's account.

Below is an example of the e-mail Authorized Payers receive once the student has created their account on **QuikPAY**.

SHOULD AUTHORIZED PAYERS FORGET THEIR PASSWORD,
THEY WILL NEED TO CONTACT THE STUDENT TO HAVE THE PASSWORD RESET.

The screenshot shows the myWCU website interface. At the top, there is a purple navigation bar with links for Home, Add to My Links, and Sign Out. Below this is a search bar and a Favorites section. The main content area is titled 'Edit Authorized Payer' and includes a disclaimer about the Family Educational Rights and Privacy Act of 1974. The form displays the following information:

- Login Name: Joesdad2
- Name:
- Email: joesdad@yahoo.com

At the bottom of the form, there are three buttons: 'Reset Password', 'Update', and 'Cancel'. The 'Reset Password' button is circled in red, and a black arrow points from the text above to it.