

ACCESSING AND PAYING YOUR BILL

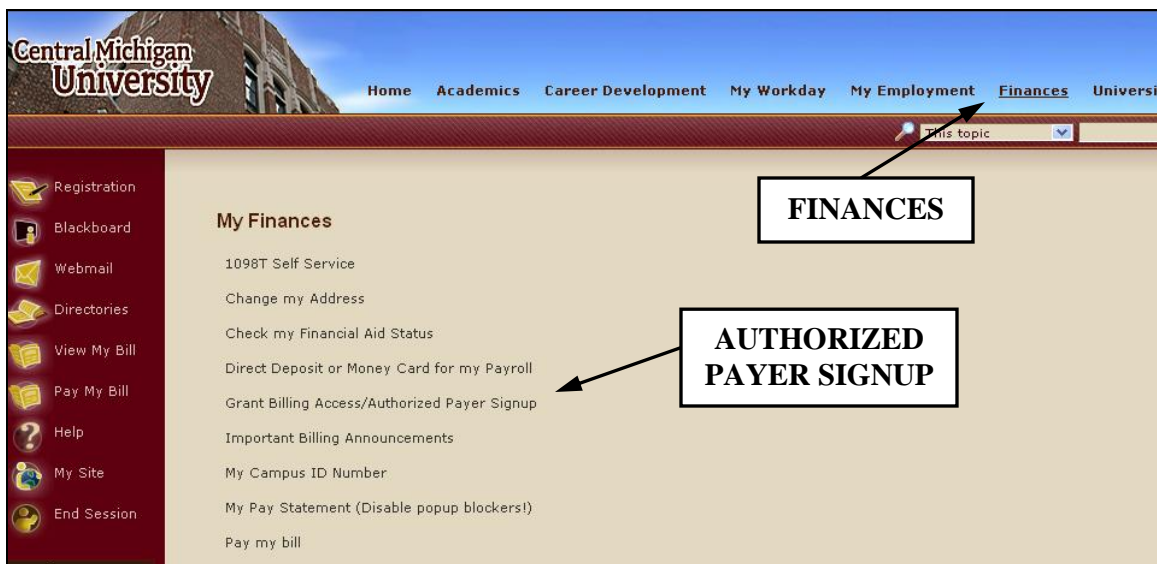
FOR AUTHORIZED PAYERS

An Authorized Payer is the title given to a parent (or other individual) who a student wishes to have access to their online financial account. Anytime recent activity has occurred on an account (including payments), Central Michigan University's Receivable Accounting Office will send a billing notice to the account holder's CMU email address. Billing notices can be sent to an alternate email address (such as an Authorized Payer's) if the address is listed in the 'User Preferences' field in QuikPAY (see page 3).

THE STUDENT MUST SET UP THE AUTHORIZED PAYER:

After the student logs into the CMU Student Portal they must

- Click on the Finances Tab
- Click on Grant Billing Access / Authorized Payer Signup



The student must then create login information for the Authorized Payer

Add Authorized Payer

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your educational records and your student account information may not be released to anyone other than you, your 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.

CREATE LOGIN

Name:

Create Login Name:

Password:

Confirm Password:

Email:

Add **Cancel**

Be sure that the student records the password they create as they will need to provide it to the Authorized Payer. Please note that CMU does not have access to and cannot retrieve passwords for Authorized Payers. In the event a password is forgotten, the student will need to reset the password by selecting 'Edit' next to the Authorized Payers login information and then selecting 'Reset Password'.

		EDIT			Add New
Edit	Delete	Name	Login Name	Email	
		Mom	Mommy08	cmumom08@hotmail.com	

After the Authorized Payer has their login information, they can visit the QuikPAY login website for Authorized Payers at

<https://quikpayasp.com/cmich/studentaccounts/authorized.do>

* Please keep in mind that passwords are case sensitive *

CMU *Receivable Accounting*

ENTER LOGIN INFO HERE

QuikPAY[®] Login

Please enter your Login Name and Password in the fields below and then click the "Login" button.

Login Name:

Password:

Login **Reset**

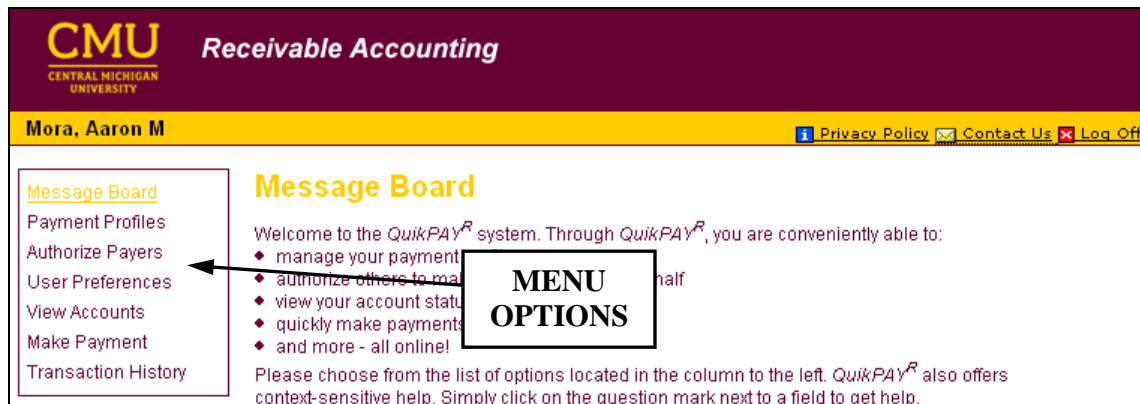
User Information is protected. Unauthorized access is prohibited.

The QuikPAY[®] System requires the use of Microsoft[®] Internet Explorer 5.0 or newer or Netscape[®] Navigator 6.0 or newer that support JavaScript, Cascading Style Sheets (CSS), Cookies, and Secure Sockets Layer (SSL).

QuikPAY®

QuikPAY® is the **Central Michigan University** third-party customer service system for online credit card and electronic payments. In addition, the student, parent (or other third party), and CMU faculty/staff can view their account status and statements in this system. **QuikPAY is available 24 hours a day, seven days a week for your convenience.**

After logging into QuikPAY, the Message Board is the initial screen which is viewable.



The following menu options are available in QuikPAY®:

Message Board displays important information including Central Michigan University office websites, email addresses, and phone numbers as well as Receivable Accounting announcements. This screen will also provide important notices regarding QuikPAY.

Payment Profiles can store credit card and bank account information for easy access when making future payments.

Authorize Payers allows the student (or Faculty/Staff) to authorize other payers on their account. These Authorized Payers can make payments, see the account status, and view current and prior statements. Each Authorized Payer will have personal login information for access to QuikPAY.

User Preferences allows the student (or Faculty/Staff) to enter a secondary email address for statement notification and payment confirmations. This option is how an authorized payer is able to receive an email notice when their student's bill is available.

View Accounts is where the financial account information can be viewed.

- **Activity Since Last Monthly Statement:** This screen will show any recent charges or payments made on the account since the last statement date as well as display the 'Current Balance' for the entire account and the 'Current Amount Due' for the next due date.
- **Latest Monthly Statement:** This screen will show the most recent statement which is a snapshot of the account as of the billing date and will include the balance due and the due date. Please note the 'Current Statement' will not change to reflect recent credits made on the account. You can view the 'Current Account Activity' screen to view the current balance due.
- **Statement History:** Allows you to view prior account statements.

Make Payment allows for payments to be made online with a credit card or e-check (*automatic transfer from a checking or savings account*). If a balance is not due, the 'Student Account' payment will not be viewable.

Transaction History displays online payment history. Please note this transaction history menu will only include payments that have been made online thru **QuikPAY®** and will not include payments mailed or made in person in the Student Service Court.