Accessing and Paying Your Bill for Authorized Payers

An Authorized Payer is the title given to a parent or other individual that a student wishes to have access to their online financial account. When activity – to include both charges and payments – occurs on an account, Central Michigan University will send a billing notice to the authorized payer’s e-mail address on file.

Authorized Payers are given a unique login to the QuikPAY billing system. This access must be created by the student. The steps for creating an Authorized Payer’s account are:

- Log In to the QuikPAY Billing System
- Click on the Authorize Payers link

  - The following is displayed:

    **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.

    ![Authorized Payers Table]

    - Click on the “Add New” button

    **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.

    In order for this authorization to be valid please include both a first and last name in the “Authorized Payer’s Name” field.

    ![Add Authorized Payer Form]
• The student creates the Authorized Payer’s account by entering the user’s name, e-mail, a login name, and a password. It is extremely important that the student records the password that is created as it will need to be provided to the Authorized Payer.

• 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 Payer’s login information, then selecting “Reset Password”. *Passwords are case sensitive*

• Once an Authorized Payer’s account has been created, they can visit the QuikPAY login website for Authorized Payers at: https://quikpayasp.com/cmich/studentaccounts/authorized.do

• QuikPAY is Central Michigan University’s third-party customer service system for online credit card and electronic payments. Account status, recent transactions, transaction history and statement history are available in the system. QuikPAY is available 24 hours/day, 7 days/week for your convenience.

• Menu Options / Functions:
  a. **Message Board** – displays important information including CMU websites, e-mail addresses, phone numbers, and any announcements related to CMU or the QuikPAY billing system.
  b. **Payment Profiles** – provides the ability to store payment information. Credit card and/or deposit account information may be stored for easy access when making future payments.
  c. **Authorize Payers** – allows students, faculty, and staff to authorize other payers on their account. These payers can make payments, see account status, and view current and prior statements. Each Authorized Payer will have personal login information to access QuikPAY.
  d. **User Preferences** - allows students, faculty, and staff to enter a secondary e-mail address for statement and payment notifications. Students and authorized payers may now sign up for SMS alerts via this screen. Simply select your mobile carrier and enter a phone number, and a brief text message will be sent when statements are available for review.
  e. **View Accounts** - view financial information:
     i. **Account Details** – displays a rolling twelve-month snapshot of all account activity, the total balance on a student’s account, the current amount due, and the past due balance.
     ii. **Latest Monthly Statement** – This screen shows the most recent statement. Statements are a snapshot of a student’s account as of the billing date and will include the balance due and due date. Please note that the statement will not change to reflect recent credits made to an account. You may view the ‘Activity Since Last Monthly Statement” page to view the current balance due.
     iii. **Make Payment** – allows for a payment to be made online with a credit card or eCheck (electronic debit from a checking or savings account).
     iv. **Transaction History** – displays online payment history. Please note that the transaction history screen will only reflect payments that have been made online through QuikPAY. It does not include payments mailed or made in person.

• If you have questions about navigating QuikPAY, you may contact 989-774-3928 for assistance