

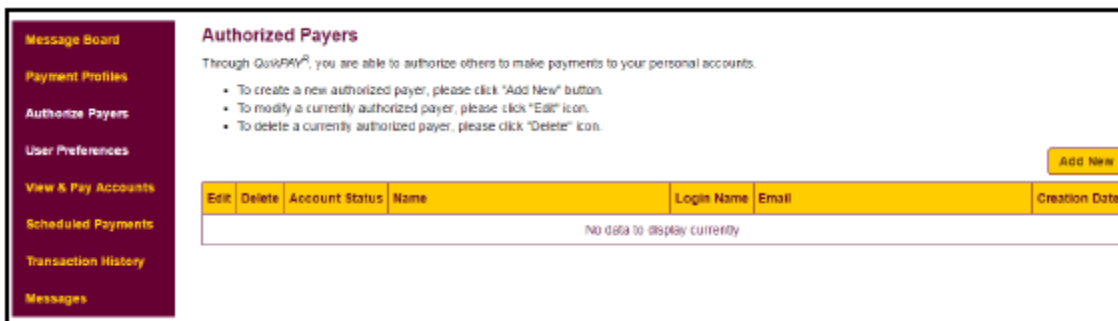
Accessing and Paying Your Bill for Authorized Payers

An *Authorized Payer* is the title given to a parent or other individual that a student wished 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.

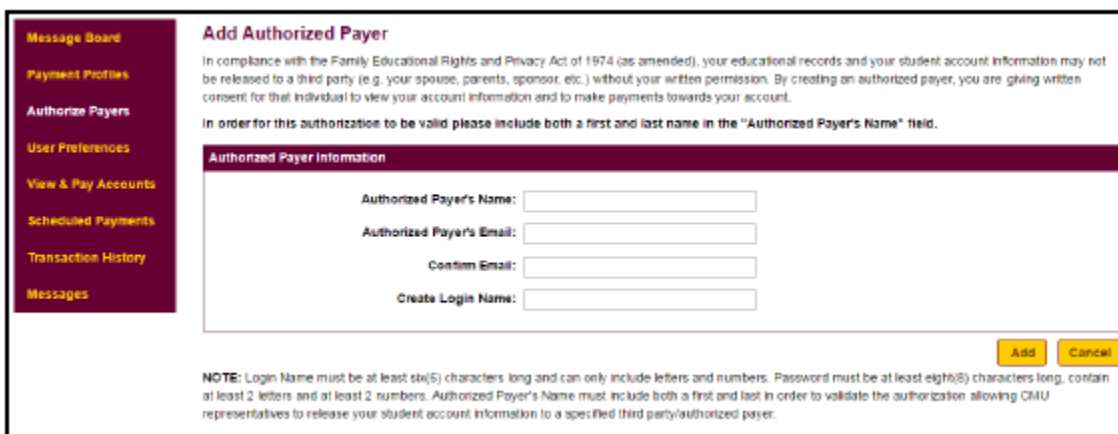
Authorized Payers are given a unique login to the QuikPAY billing system. The student must create this access. The steps for creating an authorized payers account are:

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

- The following is displays:



- Click on the “Add New” button



- The student creates the Authorized Payer’s account by entering the user’s name, e-mail and login name. An email with a secure link will be sent to the Authorized Payer to set their password.
- CMU does not have access to and cannot retrieve passwords for Authorized Payers. In the event a password is forgotten, there are two ways an Authorized Payer can receive a new password.

- A student can reset an Authorized Payer's account by logging into their student QuikPAY account and selecting "Reset Password" under the "Edit Authorized Payer" screen. The Authorized Payer will receive an email with a link to reset their password.
- An Authorized Payer can reset their password by selecting the "Forgot Password" button on the QuikPAY Authorized Payer login screen. The Authorized Payer will receive an email with a link to reset their password.
- 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 on this system. **QuikPAY is available 24 hours/day, 7days/week for your convenience.**

• **Menu Options/Functions:**

- **Message Board** – Displays important information regarding CMU websites, email addresses, phone numbers, and any announcements related to CMU or the QuikPAY billing system.
- **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.
- **Authorized 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.
- **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.
- **View and Pay Accounts** – View financial information:
 - **View Student 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. Also shows the most recent billing statement.
 - **Make Payment** – Allows for a payment to be made online with a credit card or eCheck (electronic debit from a checking or savings account).
- **Transaction History** – Displays online payment history. Please note that this transaction history screen will only reflect payments that have been made online through QuikPAY. It does not include payments mailed or made in person.
- **Payment Plan** – Allows authorized payers to enroll in available payment plans or view the details on an active payment plans.

- **Payment Plan Management for Authorized Payers:**

- Authorized payers can establish payment plans on their student’s account.
- If the Authorized payer sets up the payment plan they can also make changes to the plan and payment method in the future because they are the **Plan Owner**. If the plan is established by the student, then the student will need to grant access to their Authorized Payer to allow them to view the details on the plan. Only plan owners can make changes to a payment plan, but other authorized individuals can have view only access to the plan details.
- Specific changes a plan owner can make are as follows:
 - Increase or decrease a payment plan balance during the estimate phase:
 - Log into the Authorized Payer account and select the active payment plan that you wish to make changes to.
 - Select balance management:

Actions	Date	Amount	Status	Confirmation #
N/A	May 21, 2018 (Mon)	\$23.00	FAILED	500160
N/A	Jun 20, 2018 (Wed)	\$100.50	CANCELED	500160
	Jul 05, 2018 (Thu)	\$125.75	SCHEDULED	500160
	Jul 20, 2018 (Fri)	\$125.75	SCHEDULED	500160
	Aug 20, 2018 (Mon)	\$125.75	SCHEDULED	500160
	Sep 20, 2018 (Thu)	\$125.75	SCHEDULED	500160

- Select the option to increase or decrease the estimated balance and enter the amount in the amount box:

- Change a payment method:
 - Log into the Authorized Payer account and select active payment plan that you wish to make changes to.
 - Select the “Change Payment Method” link next to the existing payment method information.
- Rebalance the payment plan:
 - Log into the Authorized Payer account and select active payment plan that you wish to make changes to.

- If the payment plan's remaining balance does not match the remaining account balance, you will be prompted to rebalance the plan:

Payment Plan Installments
View Budget Worksheet

Summer On Campus 2018

Original Estimated Balance:	\$75.00	Balance Management
Payment(s) Processed:	-\$0.00	Your payment plan needs to be rebalanced to agree with your Actual Student Account balance. Rebalancing will ensure that your account is paid in full by the end of your payment plan. Please use the Balance Management link to decrease your plan balance. This action will cause the amounts of the remaining installments to be adjusted.
Balance Adjustments:	\$428.00	
Remaining Payment Plan Balance:	\$503.00	
Actual Student Account Balance:	\$0.00	
Balance Adjustment Required:	-\$503.00	

Actions	Date	Amount	Status	Confirmation #
N/A	May 21, 2018 (Mon)	\$23.00	✖ FAILED	5001 [REDACTED]
N/A	Jun 20, 2018 (Wed)	\$100.60	CANCELED	5001 [REDACTED]
✖	Jul 05, 2018 (Thu)	\$125.75	SCHEDULED	5001 [REDACTED]
✖	Jul 20, 2018 (Fri)	\$125.75	SCHEDULED	5001 [REDACTED]
✖	Aug 20, 2018 (Mon)	\$125.75	SCHEDULED	5001 [REDACTED]
✖	Sep 20, 2018 (Thu)	\$125.75	SCHEDULED	5001 [REDACTED]

- To rebalance the plan, select "Balance Management", then "Rebalance Payment Evenly":

Balance Management Back

Rebalance Payments

Rebalance Payments Evenly

Rebalance Payments
Cancel

- If you need any assistance with setting up a payment plan or making changes to an existing payment plan, please contact the Student Service Court at 989-774-3618.