

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:

- 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.

If you have questions about navigation QuikPAY, you may contact 989-774-3928 for assistance.