

# Create Authorized Payer

Login my.SMU

Select Financial Account

Select SMU pay

Select Authorized Payer



- Message Board
- Payment Profiles
- Authorize Payers**
- User Preferences
- View & Pay Accounts
- Scheduled Payments
- Transaction History
- Messages

## View & Pay Accounts

Below is a list of all your accounts. From this page you are able to access your:

- *Unbilled Account Activity* - view your unbilled account activity.
- *Current Statement* - view your most recent statement of your account.
- *Statement History* - view your past account statements.
- *Make Payment* - post a payment to that specific account.
- *Schedule Payment* - option to schedule a payment to a specific account.

▼ **Student Account Tuition/Fees,Room /Board, Parking Permit, Health Ins, etc**

▼ **Miscellaneous Account Bookstore, Various Fines, Health/Pharmacy Fees, etc**

[Flywire International Wires Only](#)

[Western Union International and Domestic Wires](#)

Select "Add New"



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## Authorized Payers

Through *QuickPAY*<sup>®</sup>, 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.

[Add New](#)

Edit	Delete	Account Status	Name	Login Name	Email	Creation Date
No data to display currently						

Enter highlighted information



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### 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.

Authorized Payer Information

Authorized Payer's Name:	<input type="text" value="John Doe"/>
Authorized Payer's Email:	<input type="text" value="jdoe@smu.edu"/>
Confirm Email:	<input type="text" value="jdoe@smu.edu"/>
Create Login Name:	<input type="text" value="jdoepayments"/>

Click Add

The following email notification will be sent to the Authorized Payer's email address (entered above).

Dear John Doe,

**[REDACTED]** has set you up as an authorized payer on their online student account.

You have been assigned the following username: jdoepayments

Please use the link below to set your password:

**[REDACTED]**

Regards,

QuikPAY College

## First-time Authorized Payer Logins

Set and confirm your new password



### Set Password

For security reasons, you must change your password.

Passwords based on dictionary words, names or dates are not secure. Passwords based on a passphrase can be both strong and easy to remember. For example: "My aunt Mae was born in 1923". By taking the first letter of each word, your password could be: "MaMwbi1923". If you are using a common phrase such as "There is no such thing as a free lunch" replace at least one letter with a number, for example: "T1nst44fl".

New Password:

Confirm Password:

Continue

NOTE: Password must be at least eight(8) characters long and must include at least two (2) letters and two (2) numbers.

Click Continue

Your Authorized Payer account is set and linked to your student



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