# **Create Authorized Payer**

Login my.SMU

Select Student Dashboard

Select Financials

Select SMUpay

Select Authorized Payer

essage Board	View & Pay Accounts - Includes Billed & Unbille	ed Charges
yment Profiles	Below is a list of all your accounts. From this page you are able to access your:	
horize Payers	<ul> <li>Unbilied Account Activity - view your unbilied account activity.</li> <li>Current Statement - view your most recent statement of your account.</li> </ul>	
er Preferences	<ul> <li>Statement History - view your past account statements.</li> <li>Make Payment - post a payment to that specific account</li> </ul>	
	Payment Plan - enroll in and /or manage your Nelnet Payment Plan.	
w & Pay Accounts	Did you know that you may be eligible for a payment plan?	Sign up for a Payment Plan
nsaction History		
ment Plan		
ssages	Student Account View Account Details	Miscellaneous View Account Detail Account
-	/Board,Parking	Bookstore,Health/Pharmacy
	Permit, nearth ins	rees,various rines
	Current Activity	Current Activity
	Current Balance: \$0.00	Current Balance: \$0
	Latest Statement	Latest Statement
	Latest Statement  No current statement available.	No current statement available.
	Latest Statement  No current statement available.	No current statement available.
	Latest Statement   No current statement available.   Pay Student Account Tuition Fees Room Roard Parting Permit Health Ins.	No current statement available.  Pay Miscellaneous Account Bookstore Health/Dharmacy Ease Various Ein

### "Select Add New"

SM	U.pay	7				
					<b></b>	•
Message Board	Authorize	d Payers				
Payment Profiles	Through QuikPAY	<sup>rR</sup> , you are able to authoria	ze others to make pa	yments to your personal account	S.	
Authorize Payers	<ul> <li>To create a</li> <li>To delete a</li> </ul>	new authorized payer, ple currently authorized paye	ase click "Add New"   r, please click "Delete	button. e" icon.		
User Preferences						Add New
View & Pay Accounts	NAME	LOGIN NAME	EMAIL	ACCOUNT STATUS	CREATION DATE	DELETE
Transaction History	_			No data to display currently		
Payment Plan						
Messages						

# Enter highlighted information

SM	[U.pay
Message Board	Add Authorized Payer
Payment Profiles	In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not b 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.
User Preferences	Required fields are marked with an * Authorized Payer Information
View & Pay Accounts	
Transaction History	Authorized Payer's Full Name*: John Doe
Payment Plan	Authorized Payer's Email*: Jdoe@smu.edu
Messages	Confirm Email*: jdoe@smu.edu
	Create Login Name*: Jdoepayments
	Save

## Click Add

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

Dear John Doe,
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:
After setting your password, you can login in the future at <a href="https://quikpayasp.com/smu/bursar/authorized.do">https://quikpayasp.com/smu/bursar/authorized.do</a> .
Regards.

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QuikPAY College
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#### First-time Authorized Payer Logins

Set and confirm your new password

SMU. pay	r	
		🎴 John Doe [
S	et Password	
Fo	or security reasons, you must change your password.	
Pa pa 19 us wit	isswords based on dictionary words, names or dates are not secure. Passwords based or issphrase can be both strong and easy to remember. For example: "My aunt Mae was bo 23". By taking the first letter of each word, your password could be: "MaMwbi1923". If you ing a common phrase such as "There is no such thing as a free lunch" replace at least of ith a number, for example: "T1nst44ft".	on a om in bu are one letter
	New Password:	
	Confirm Password:	
	Continue	
NC	DTE: Password must be at least eight(8) characters long and must include at least two (2) numbers.	2)

#### Click Continue

Your Authorized Payer account is set and linked to your student

		🦲 John Doe [
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iyment Plan	Student Account View Account Details	Miscellaneous Account View Account Delaits
yment Plan Issages	Student Account View Account Details (5) Tuition/Fees, Room/Board, Parking Permit, Health Ins	Miscellaneous Account View Account Delate Bookstore, Health/Pharmacy Fees, Various Fines
yment Plan ssages	Student Account View Accound Deliats  Tuition/Fees,Room/Board,Parking Permit,Health Ins Current Activity	Miscellaneous Account Bookstore,Health/Pharmacy Fees,Various Fines Current Activity
ment Plan	Student Account Tuition/Fees,Room/Board,Parking Permit,Health Ins       View Account Details (3)         Current Activity       Current Balance:       \$0.00	Miscellaneous Account Bookstore,Health/Pharmacy Fees,Various Fines Current Activity Current Balance: \$0.0
rment Plan ssages	Student Account Tuition/Fees,Room/Board,Parking Permit,Health Ins       View Account Details         Current Activity Current Balance:       \$0.00         Latest Statement       \$0.00	Miscellaneous Account Bookstore,Health/Pharmacy Fees,Various Fines Current Activity Current Balance: \$0.0 Latest Statement
ment Plan	Student Account Tuition/Fees, Room/Board, Parking       View Account Dataits         Permit, Health Ins         Current Activity         Current Balance:       \$0.00         Latest Statement         ①         No current statement available.	Miscellaneous Account Bookstore,Health/Pharmacy Fees,Various Fines Current Activity Current Balance: \$0.0 Latest Statement No current statement available.