Create Authorized Payer

Login my.SMU

Select Student Dashboard

Select Financials

Select SMUpay

Select Authorized Payer

**SMU.pay**

**View & Pay Accounts - Includes Billed & Unbilled Charges**

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

- 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.
- Payment Plan - enroll in and/or manage your NetID Payment Plan.

Did you know that you may be eligible for a payment plan? Sign up for a Payment Plan

**Student Account**

- **Tuition/Fees, Room & Board, Parking, Perm/Health Ins**
  - Current Activity
  - Current Balance: $0.00
  - Latest Statement: No current statement available.

**Miscellaneous**

- **Account: Bookstore, Health/Pharmacy Fees, Various Fines**
  - Current Activity
  - Current Balance: $0.00
  - Latest Statement: No current statement available.

Payment Methods:

- Flywire International Wires Only
- Western Union International and Domestic Wires
“Select Add New”

Enter highlighted information

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 https://quispayapp.com/ems/bursar/authorized.do.

Regards,

QuikPAY College
First-time Authorized Payer Logins

Set and confirm your new password

Click Continue

Your Authorized Payer account is set and linked to your student