How to Set Up an Authorized Payer

1. Go to www.montana.edu
2. Click on Students at the top of the screen
3. Click on MyInfo
4. Log in using your student ID number and PIN
   (please remember to include the dash at the beginning)
5. Click on Electronic Billing and Payment
6. Select Term, then Submit
7. Scroll down to the bottom of the page and you will see "QuikPay"
8. Click on the QuikPay button.

Summary For This Term

Item	Amount
Previous Balance:	$0.00
Current Charges:	$1,968.90
Total Charges: *	$1,968.90
Total Payments: **	< $1,647.00>
Current Bal Due:	$321.90
Estimated Refund:	$0.00
Future Due:	$0.00

Charges/payment for future term(s) are not reflected in this SUMMARY.
* Charges include any previous balance.
** Payments include cash, credit card, check, financial aid, anticipated financial aid, Tuition Payment Plan, housing pre-payments AND other outside resources.

QuikPay Access: To Pay On-line or setup an Authorized Payer/Parent to Pay or Setup Direct Deposit, click [QuikPay]

View Detail: If you would like to see the charges in more detail, click [View Detail]

8. **Click on Authorize Payers**

Message Board

Payment Profiles

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Direct Deposit

Messages

Message Board

- Welcome to the *QuikPAY*[R] system. Through *QuikPAY*[R], you are conveniently able to:
  - manage your payment profiles
  - authorize others to make payments on your behalf
  - view your account status
  - quickly make payments to your account
  - setup Direct Deposit so your refund is deposited to your bank
  - and more - all online!

Please choose from the list of options located in the column to the left.

QuikPAY[R] also offers context-sensitive help. Simply click on the question mark next to a field to get help.

9. **Click on Add New**

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Authorized Payers

Through *QuikPAY*[R], you are able to authorize others to receive e-bills and make payments to your student account.

- 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

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

- You (the student) will fill in the Authorized Payers Full Name, the Authorized Payers email address, and create a login name for the Authorized Payer and click Save. An email will get sent to the Authorized Payers email that you provided with a link for them to set their password. The link on the email will only allow them to access Quikpay when they set up the password.
- To access Quikpay the Authorized Payer will have to go to: https://quikpayasp.com/montana/msubz/sa/authorized.do
- If the Authorized Payer forgets their username or password, the student will need to deactivate the authorized payer account through MyInfo and create a new authorized payer account.