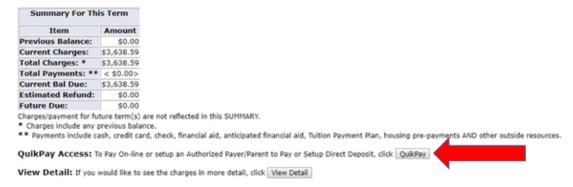
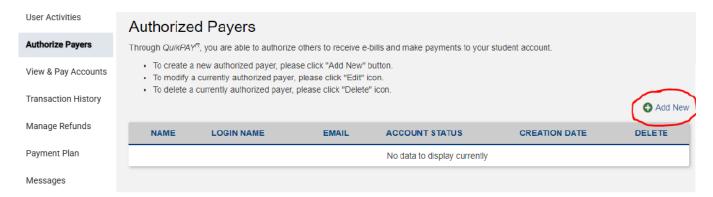
## How to Set Up an Authorized Payer

- 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 NetID and NetID password
- 5. Click on "Electronic Billing and Payment"
- 6. Select a Term, then Submit
- 7. Scroll down to the bottom of the page and you will see "QuikPay", Click on the QuikPay button.



8. Click on "Authorize Payers" and then "Add New"



- You (the student) will fill in the Authorized Payer's Full Name, the Authorized Payer's email address, and create a login name for the Authorized Payer and click Save. An email will be sent to the Authorized Payer's email 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.

