

How to Set Up an Authorized Payer

Through QuikPAY, students have the option to set up "authorized payers," who are then able to view and/or pay the student's bill. If a student would like to authorize a parent or another individual as a payer, access QuikPAY by the following steps above. Once in QuikPAY, follow these steps to set up an authorize payer:

1. Select "Authorize Payers"
2. Click "Add New"
3. Enter the authorized payer's email address, assign a login ID, and click "Save"
4. The Authorized Payer will receive a confirmation email containing a link to QuikPAY with instructions on how to set up their own password

An Authorized Payer has access to all of the same information in QuikPAY as the student and receives an email notification each month when a new statement has been uploaded. An Authorized Payer can review the student account in QuikPAY as well as make an online payment.

Once set up as an Authorized Payer. They can access QuikPAY via QuikPAY Authorized Payer Login page.

[Access Now](#)

- Click on "**View & Pay Accounts**"
- Refer to "**Current Activity**" to view "Up to the Moment" activity
- Click on "**Statement History**" to view all previous statements
- Click "**Make Payment**" to pay your bill
- Click "**Select Current Term**"
- Enter amount you wish to pay
- Enter payment method
- Select E-Check or Credit Card (**Note: Credit Card Payments are subject to a 2.75% service charge. E-Checks are free and require a 10-day grace period for processing**)
- Complete payment transaction by completing payment

Should you have any additional questions please email sas@rollins.edu with your student's name and student ID number, and a team member will be happy to assist you further.