Add/Delete/Edit Authorized Payer

1. Log into QuikPAY through NOVAConnect.
2. On QuikPAY website, click Authorize Payers.

To Add Authorized Payer

3. Click Add New.
4. Enter Authorized Payer’s name and email. Create Login Name and Password.

5. Click Add.

To Delete Authorized Payer

6. Click on the checkbox in front of the name that you want to delete.
**To Edit Authorized Payer**

7. Click on ![icon] in the Edit column for the row you are editing.