

## 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.

**Add Authorized Payer**

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your written permission. By creating an authorized payer, you are giving written consent for that individual to view your account information and to make payments towards your account.

Authorized Payer's Name:

Authorized Payer's Email:

Confirm Email:

Create Login Name:

Password:


Confirm Password:

**Add** **Cancel**

NOTE: Password and Login Name must be at least eight(8) characters long and can only use letters and digits. YOU ARE RESPONSIBLE for providing the Authorized Payer with the temporary password you assigned them.

5. Click Add.

### To Delete Authorized Payer





6. Click on  in front of the name that you want to delete.

**Authorized Payers**

Through QuikPAY<sup>®</sup>, you are able to authorize others to make payments to your personal accounts.

- 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**

| Edit  | Delete  | Name       | Login Name | Email      | Creation Date |
|---|---|------------|------------|------------|---------------|
|  |  | [REDACTED] | [REDACTED] | [REDACTED] | 02/16/2012    |
|  |  | [REDACTED] | [REDACTED] | [REDACTED] | 04/10/2012    |

## To Edit Authorized Payer

7. Click on  in the Edit column for the row you are editing.





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[Add New](#)

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|  |  | [REDACTED] | [REDACTED] | [REDACTED] | 04/10/2012    |