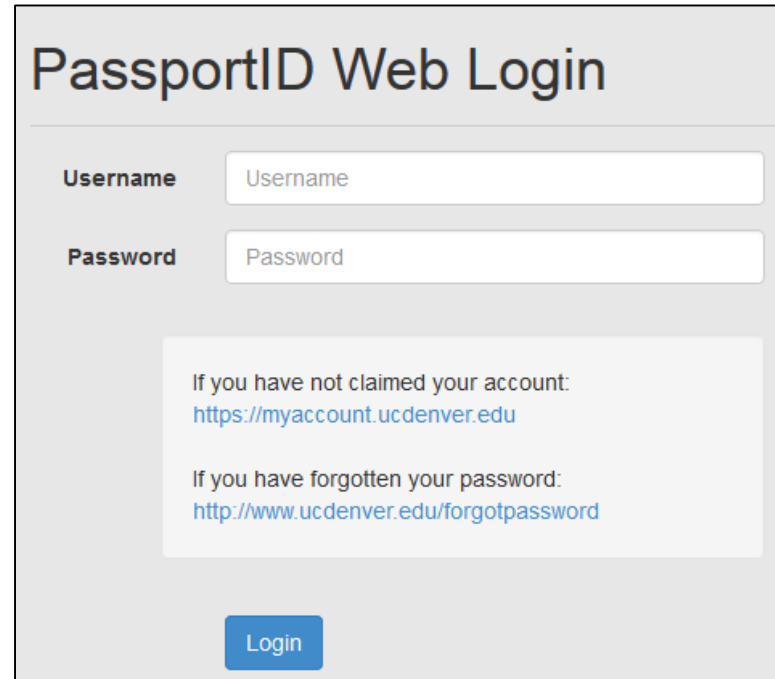


# How to authorize payers



The screenshot shows a web login interface titled "PassportID Web Login". It features two input fields: "Username" and "Password". Below these fields is a light gray box containing two links: "If you have not claimed your account: <https://myaccount.ucdenver.edu>" and "If you have forgotten your password: <http://www.ucdenver.edu/forgotpassword>". At the bottom of the form is a blue "Login" button.

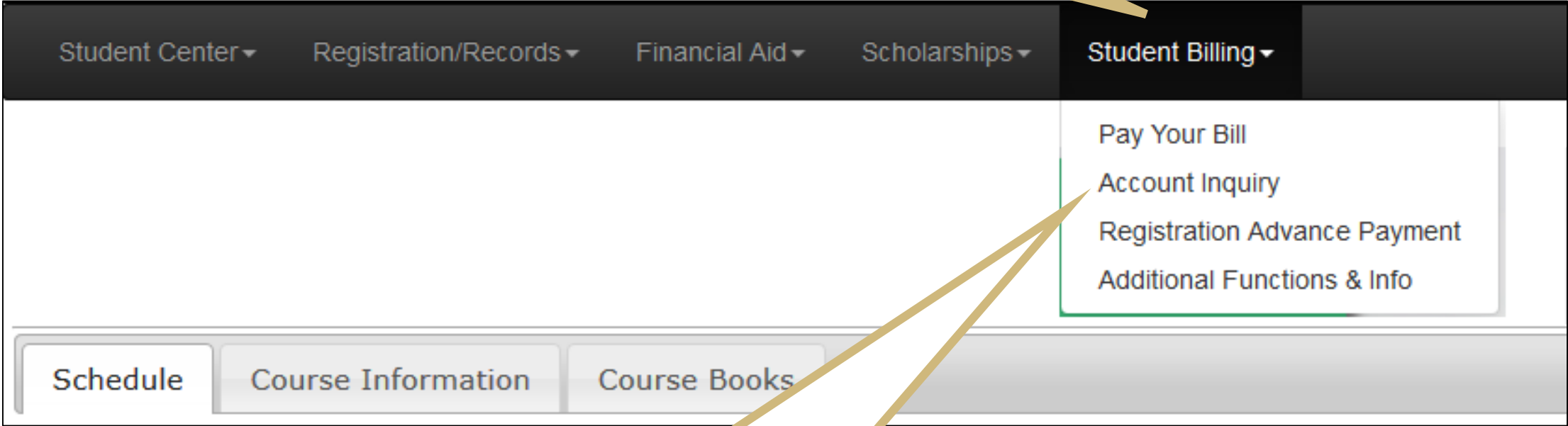
Log in to **UCDAccess**, <https://passport.ucdenver.edu/login.php>.



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Select Student Billing menu



Select Account Inquiry



## How to authorize payers



Select Authorize Payers

Message Board

Payment Profiles

**Authorize Payers**

User Preferences

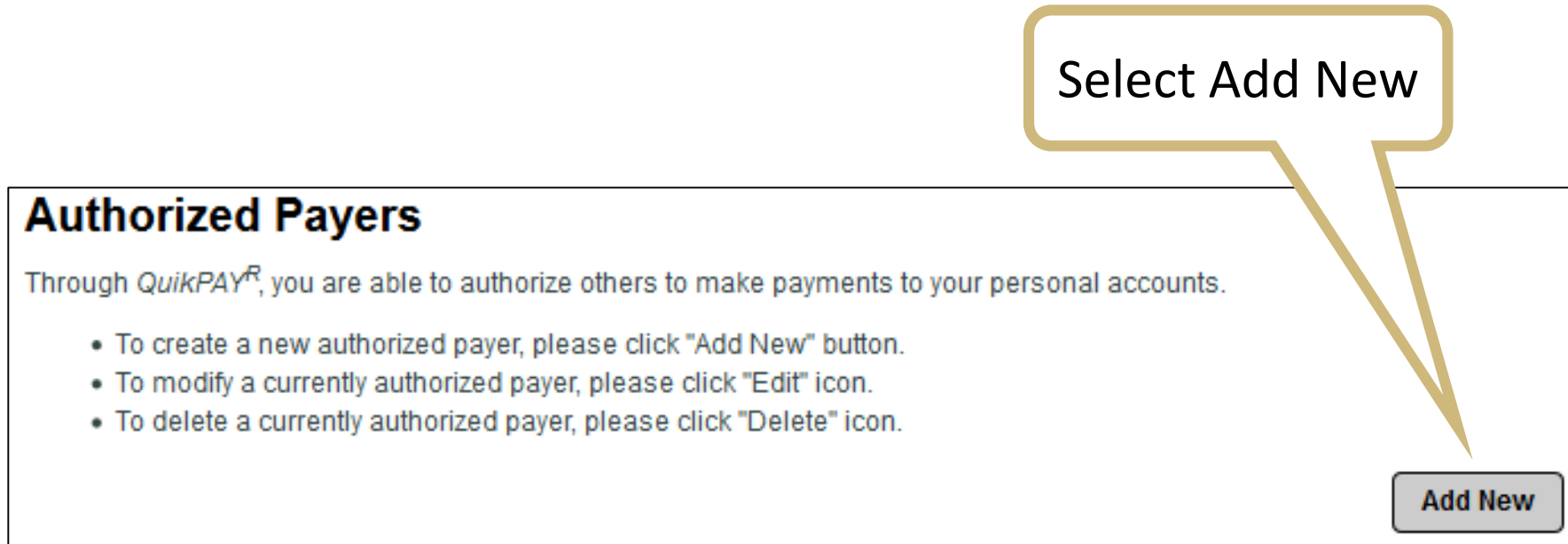
View & Pay Accounts

Transaction History

Payment Plan

Messages





**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**

Select Add New



### 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 Information**

Authorized Payer's Name:

Authorized Payer's Email:

Confirm Email:

Create Login Name:

Complete the information for your authorized payer.


Click Add





### 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.

 The authorized payer has been created and notified by email.

[Add New](#)

Edit	Delete	Account Status	Name	Login Name	Email	Creation Date
		Active	Authorized Payer	AuthorizedPayer01	Authorized.Payer@gmail.com	05/10/2017

The process is now complete.