How to authorize others to view and pay your bill

- QuickPay access allows parents or family members to view the tuition bill and recent account activity; to pay online and to enroll in payment plans.
- Access is granted by each student. If more than one student per family attends UCCS, then each student must give access for their individual bill.
- No paper bills are mailed. Bills are only online.
- Up to five people can be authorized as payers.
- Examples of Authorized payers: parents, guardians, spouses, family members, etc.
- Students and authorized payers will receive an email when the bill is available online.
- If a third, non-related party is helping pay the bill on a student’s behalf (e.g., military, countries sponsoring international students), then see 3rd Party Sponsor Billing: https://www.uccs.edu/bursar/payments/tuition-assistance-3rd-party

Step 1: Students log into myUCCS Portal https://www.uccs.edu/
Step 2: Click Student Financials (Bursar) tab, then click Authorize Others to View and Pay Your Bill.

Step 3: Enter your authorized payer's name and email address. Then create a login name for them. Click Save.
Step 4: An email with the login name will be sent to the authorized payer’s email address that you entered. They will then be prompted to set a password. You can add up to five authorized payers (click Add New). You can delete them at any time. They will be notified by email when their status changes.

Step 5: Authorized payers can use the following URL to log into QuickPay:

URL to Authorize Payer Login: https://quikpayasp.com/cu/uccs/student_accounts/authorized.do