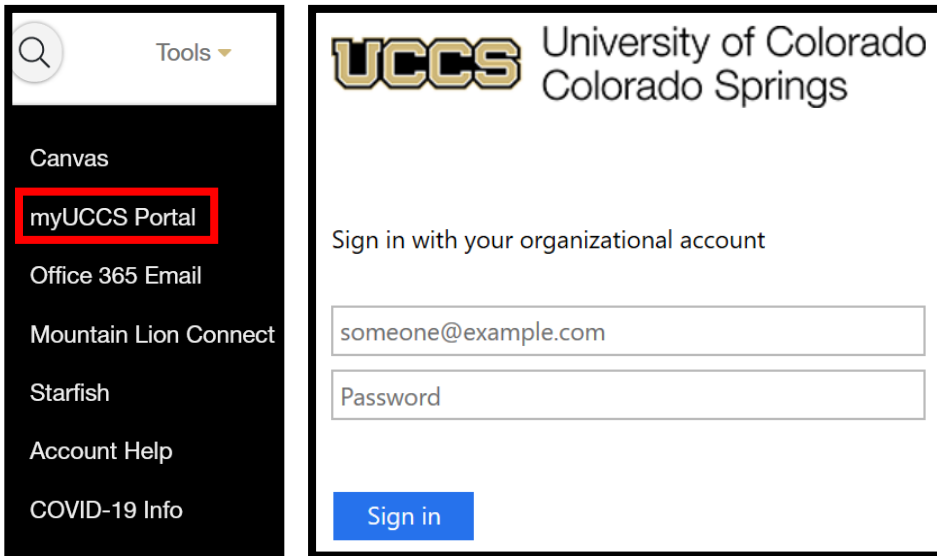


How to authorize others to view and pay your bill

- 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/>



The image shows a screenshot of the myUCCS Portal login page. On the left is a dark sidebar with a search icon and a 'Tools' dropdown menu. Below this, several navigation options are listed: Canvas, myUCCS Portal (highlighted with a red box), Office 365 Email, Mountain Lion Connect, Starfish, Account Help, and COVID-19 Info. The main content area features the UCCS logo and the text 'University of Colorado Colorado Springs'. Below this, it says 'Sign in with your organizational account'. There are two input fields: one for an email address (containing 'someone@example.com') and one for a password. A blue 'Sign in' button is located at the bottom of the form.

Step 2: Click **Student Financials (Bursar)** tab, then click **Authorize Others to View and Pay Your Bill**.

The screenshot shows a dark navigation bar with the following tabs: Records and Registration, Student Financials (Bursar), Financial Aid, Degree Audit and Planning, and Training. The 'Student Financials (Bursar)' tab is highlighted with a red box. Below the navigation bar is a dropdown menu titled 'Student Financials (Bursar)' with the following options: Estimate Your Bill, Pay Your Bill, View Your Balance, Authorize Others to View and Pay Your Bill (highlighted with a red box), Authorize Direct Deposit, Authorize COF, Enroll in Payment Plan, Short Term Loan Request, Sponsor Billing Request, View 1098-T, and Grant Title IV Permission.

Step 3: Enter your authorized payer's name and email address. Then create a login name for them. **Click Save.**

The screenshot shows the 'Add Authorized Payer' form. On the left is a sidebar menu with options: Message Board, Payment Profiles, Authorize Payers (highlighted), User Preferences, View & Pay Accounts, Transaction History, Payment Plan, and Messages. The main content area has the title 'Add Authorized Payer' and a disclaimer: '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.' Below the disclaimer is a note: 'Required fields are marked with an *'. The form is titled 'Authorized Payer Information' and contains four input fields: 'Authorized Payer's Full Name*', 'Authorized Payer's Email*', 'Confirm Email*', and 'Create Login Name*'. A red box highlights the entire form area. At the bottom of the form are two buttons: 'Save' (highlighted with a red box and a red arrow pointing to it) and 'Cancel'.

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.

Authorized Payers

Through *QuikPAY*[®], 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 an authorized payer or reset hi/her password click their "Name" icon.
- To delete a currently authorized payer, please click "Delete" icon.

✓ The authorized payer has been created and notified by email.

+ Add New

NAME	LOGIN NAME	EMAIL	ACCOUNT STATUS	CREATION DATE	DELETE
Clyde Mountain Lion, Sr	Clydemascot		Active	07/02/2020	✕

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

Colorado Springs Student Accounts Authorized Payer Login

Please enter your Login Name and Password in the fields below and then click the "Login" button.

[? Forgot Login Name](#) [? Forgot Password](#)

Login Name:

Password:

Log in