Directions for Student to add an Authorized Payer:

- Log into myWCU using student ID and password
- Click on QuikPAY (Make a Payment)



• Select Authorized Payers from the Message Board Menu and click "Add New"

Message Board	Authorize	d Payer	S				
Payment Profiles	Through QuikPA	/ ^R , you are able	e to authorize others to make	payments to your perso	onal accounts.		
Authorize Payers	 To create a To modify a To delete a 	a new authorize a currently auth a currently author	o payer, please click Add Ne orized payer, please click "Ec wized payer, please click "De	dit" icon. dit" icon			
User Preferences	 To delete a 	Currently dutin	niceu payer, piease circi. De			(Add New
View & Pay Accounts	Delete	Name	Login Name	Email	Account Status	Creation Date	
Transaction History				No data to disp	play currently		
Direct Deposit							
Messages							

- Complete the required information
- Click Add (up to 3 Authorized Payers may be added)

West Chester U - QuikPAY^R Login

lease enter your Login Name and Password in the fields below and then click the "Login" utton.							
	Porgot Login Name Porgot Pas	sw					
Login Name:							
Password:							
	Log in Reset						

Authorized Payers will receive a temporary password. They must use the temporary password to log in **then create a new permanent password**.