How do I set up my parent, guardian, spouse, etc., as an authorized payer?

1. Please note: as the student it is your responsibility to set up your parent, guardian, spouse, etc., as an authorized user/payer. This is not something that will just automatically happen.

2. First start by logging in to the QuikPAY website via R-Serve. To do that log in to R-serve.

3. Second click make a payment at any one of several available links to get to the QuikPAY website.
4. Once you click the make a payment link you will be directed to the QuikPAY website. Click Authorize Payers.

5. Click Add New

6. Enter the persons information to include name, valid e-mail where they can receive notifications, create a login name for them, and create a temporary password (as they will
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: Mike Brady
Authorized Payer's Email: burey@roberts.edu
Confirm Email: burey@roberts.edu
Create Login Name: BradyBunch6
Password: ***************
Confirm Password: ***************

NOTE: Password and Login Name must be at least six(6) characters long and can only use letters and digits.
7. When finished click add

8. You are now complete, the authorized user will receive an e-mail with their link to access the website and view information as well as make payments to your account on your behalf. Please let the authorized payer know to keep this e-mail as that link will be their only way to access the QuikPAY website. That link again is:  
https://quikpayasp.com/roberts/studentaccounts/authorized.do