**Authorized Payers**

**What is an authorized payer?**
An authorized payer is a student’s parent, spouse, or other authorized user that has permission to view and/or pay the student’s bill.

**What can an authorized payer do?**
Authorized payers have the ability to...

1. View the student’s current and past billing statements
2. View recent activity on a student’s account
3. View the history of online payments
4. Make payments towards the student’s Bursar bill
5. Print copies of statements for record keeping
6. Enroll in the University’s UPay Payment Plan
7. Receive email notifications with regard to billing matters

**How does the student set up an Authorized Payer?**

1. Log into SPIRE > Main Menu > Finances > View/Pay Bill
2. Click on ‘Authorized Payer’ link on the left-hand menu
3. Follow instructions to create a username and temporary password for each designee
4. Contact each designee and notify them of the temporary password associated with their account

**What happens now?**
Authorized payers will receive an email with instructions on how to log into the QuikPAY system through their account. They will be required to enter the temporary password provided by the student, and will need to select a permanent password once they gain access to the system.

Authorized payers may view their student’s billing and payment information at [https://quikpayasp.com/umass/bursarbill/authorized.do](https://quikpayasp.com/umass/bursarbill/authorized.do).

More information about Authorized Payer access may be found on the Bursar’s Office website at [www.umass.edu/bursar](http://www.umass.edu/bursar).