**Authorized Payer Access**

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.

Authorized Payers can:

- view the student’s current and past billing statements
- view recent activity on a student’s account
- view the history of online payments they have made
- make payments to the student account
- print copies of statements for record keeping
- enroll in the University’s UPay payment plan
- receive email notifications with regard to billing matters

Only a student can set up an Authorized Payer. **Students** should follow the following steps to grant this access:

- Logon to SPIRE
- Navigate to the ‘View/Pay Bill’ link on the Student Service Center to access the QuikPAY online billing and payment system.
- Click on “Authorize Payer” on the left hand menu and follow the online instructions to create a user name and temporary password for each designee.
- Contact the people you have set up as Authorized Payers to provide them with the temporary password that you created.

Authorized Payers will receive an email with instructions for logging in to the QuikPAY system. They will be required to enter the temporary password provided by the student, and will need to change that password once they access the system.

In addition to the student, Authorized Payers will receive an electronic notification each time a new billing statement is created.

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/).