

Authorized User Set-up

Students may give other people (i.e. parents, spouses, etc.) access to your billing information via Quikpay. Authorized users can view 12 months of previous bills and make payments towards a student's account.

To set up an authorized user, the student will need to:

1. Go to www.pathway.umkc.edu.
2. Type in your UMKC SSO ID (this is the part of your UMKC email before the @ symbol) and password and click "Sign In."
 - a. If you don't know your SSO or the password, click on "Forgot My Password".

Note: If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will have another menu option, "Self-Service".

3. Click on Self Service, then Campus Finances, then Billing Authorized Users. Click the continue button on the screen that comes up. *Note: Pop-up Blockers must be disabled at this step.*
4. You will be re-directed to a University of Missouri web site. Click on Authorize Payers and follow the prompts to add or edit authorized users.

Student Name – ID Number

Privacy Policy Contact Us Log Off

Message Board

Welcome to the QuikPAY[®] system. Through QuikPAY[®], you are conveniently able to:

- Manage your payment profiles -- save credit card information for future payments
- Authorize others to make payments on your behalf
- View payment history
- Quickly make Mastercard and Discover payments to your account
- Pay from a checking or savings account with just your routing and account number. (Please note: Returned E-check payments will incur a \$25.00 returned check charge.)
- NEW: Automatic payment feature allows funds to be paid automatically toward the Student Account from a savings/checking account (no charge) or a Mastercard/Discover account (2.75% service charge applies). Click on the link to your left: SCHEDULED PAYMENTS
- IMPORTANT NOTE: Scheduled payments are effective for next due date. You should make your payment for this month independent of the scheduled payments. Contact your Cashiers Office with any questions.

Please choose from the list of options located in the column to the left.

QuikPAY[®] also offers context-sensitive help. Simply click on the question mark next to a field to get help.

Message Board
Payment Profiles
Authorize Payers
User Preferences
View Accounts
Make Payment
Scheduled Payments
Transaction History

- a. Click "Add New"

- b. Enter user's name, email address, and set up a login name and temporary password.
- c. Click "Add"
- d. Click "Confirm"
 - i. The user will be sent an email with the web link and instructions to contact the student for their temporary password.
 - ii. Users will need to change the temporary password using the "Maintain User Profile" link when they log onto Quikpay the first time.
- e. The student has access to reset an authorized user's password or delete an authorized user. You may have multiple authorized users on a single student account.