Creating an Authorized Payer in MyMercer

Students have the ability to create Authorized Payer accounts which allow other people to make a payment through MyMercer on the student’s behalf. These accounts are not managed by the Help Desk. Students are responsible for creating the accounts and managing the passwords.

1. Log in to MyMercer.
2. Click on the My Finances drop-down menu and select My Bill (QuikPAY) from the links that appear.
3. Click the My Bill (QuikPAY) link to the right of the orange menu.
   
   Note: QuikPay will open a new window, so your pop-up blocker may need to be disabled.

4. Choose Authorize Payers from the list of links on the left side of the page.

5. Click the Add New button.
6. Enter the requested information and click the Add button.

7. The account will now appear in the list of authorized payers.

The account is now ready. An email will be sent to the payer containing instructions on how to log in to make a payment.
Logging in to QuikPAY as an Authorized Payer

1. Check your email for an email from mercerbilling@mercer.edu. It will contain the username and instructions to contact the student who created the account in order to obtain the password.

2. Click the link in the email: https://quikpayasp.com/mercer/bursaroffice/authorized.do

3. Log in using the user name and password provided to you.

4. The first time you log in, you will be prompted to change your password. Enter your temporary password, create a new password, and click the Continue button.
5. Click the **Make Payment** link on the left side of the page.

6. Enter the requested information to complete the payment process.
Resetting an Authorized Payer’s Password

The QuikPay website is not managed by Mercer’s Information Technology department. We cannot change and/or reset passwords for Authorized Payers. Only the student who created the Authorized Payer account can reset the password.

1. Log into MyMercer: [https://my.mercer.edu](https://my.mercer.edu) as the student.
2. Click on the My Finances drop-down menu and select My Bill (QuikPAY) from the links that appear.
3. Click the My Bill (QuikPAY) link to the right of the orange menu.
   
   Note: QuikPay will open a new window, so your pop-up blocker may need to be disabled.

4. Choose Authorize Payers from the list of links on the left side of the page.

5. Click the pen and paper icon in the Edit column next to the Authorized Payer’s name.
6. Click the **Reset Password** button.

7. Click **OK** at the prompt to verify that the password should be reset.

An email will be sent to the payer containing a temporary password and the link to log in as an authorized payer. When the payer logs in, they will be prompted to change their password.
Dear Help Desk,

Jane Doe has reset your authorized payer password to their online student account. Your new temporary password is: 7S93oWZ7u8

You can access your account at the following URL:
https://quikpayasp.com/mercer/bursaroffice/authorized.do

Upon logging into the system you will be required to reset your temporary password.

Regards,

Mercer University