

# How to Create an Authorized Payer

- 1) **Sign in to your (the student's) myRedDragon account. For assistance with signing in, select one of the help links.**



Sign in with netid@cortland.edu and your password.

  

Sign in

- [Forgot username/password?](#)
- [New to campus?](#)
- [I need help!](#)

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

Systems Status

17 0 0 0

All systems online. No issues reported.  
[View all systems statuses](#)

- 2) **Select the Student tab (your home page may look slightly different)**

A screenshot of the SUNY Cortland myRedDragon website. The top navigation bar is red and contains the SUNY Cortland logo, the text "myRedDragon", and a menu with "Home", "Tech Help", "Library", "Student", and "Campus Life". A black arrow points to the "Student" tab. The main content area is divided into several sections: "Campus Announcements", "Campus Webcams", "Status Updates" (with a "Tweets" section showing a tweet from @mrdserverstatus), "myRedDragon Calendar" (with navigation buttons for "Prev", "Today", "Next" and "Page 0 of 0"), "Google Mail" (with "Inbox (0)" and "Contacts" buttons), "Google Apps" (with links for "Email", "Docs", "Calendar", "Chat", "Sites"), "Google Apps Support", and "Cortland eMail" (with "Email Systems" and "Email Options" sections). A vertical "myRedDragon Feedback" button is on the right side.

3) From the Student Accounts channel, select “My Online Account or “Set up 3<sup>rd</sup> Party payment Authorization”

The screenshot displays the SUNY Cortland myRedDragon website. At the top, the SUNY Cortland logo is on the left, and the user name 'Welcome Jeb Kerman!' with 'Home' and 'Sign Out' links is on the right. Below the header is a navigation bar with 'myRedDragon', 'Home', 'Tech Help', 'Library', 'Student', and 'Campus Life' links. The 'Student' link is highlighted.

The main content area is divided into several columns and sections:

- Registrar** (left column):
  - Important Information
    - Academic Calendar & Deadlines
    - Final Exam Schedule
    - Forms & Documents
    - Official Transcripts
    - Registration Help
  - myRedDragon Resources
    - BannerWeb Main Menu
    - Check Registration Status
    - Register or Drop & Add Courses
    - Academic Transcript
    - CAPP
    - Course Schedule
    - Enrollment Verification
    - Final Grades
    - Graduation and Commencement
    - Holds on my Account
    - Mid-Semester Estimates
    - Records Menu
    - My Schedule
    - My Schedule Grid
    - My Schedule (With Books)
    - Registration Menu
    - Who is my Advisor?
- Cortland eLearning System** (middle column):
  - Student eLearning
    - Blackboard Courses: Navigate to the main menu of the Blackboard course management system.
    - Blackboard Tutorials: .pdf and video clips are available.
    - Blackboard Help: A form that will be sent directly to the Information Resources Support Center. Fill out the form as completely as possible.
    - Course Teacher Evaluations (CTE)
- Residence Life and Housing** (middle column):
  - Residence Life and Housing
    - Home Page
    - Main Menu
  - Housing Forms for New Students
    - Housing Preference Form
    - Obtain your Housing ID for Roommate Requests
    - Check that your Preference Form has been Received
  - Housing Forms for Continuing/Returning Students
    - Pay Room Deposit Online
    - Room Selection Process (RSP) Form
    - View Available Rooms on Campus
    - View Your Time Ticket/Choose Your Room
    - Check your Room Assignment
- Student Accounts** (right column):
  - (Home Page) [An arrow points to this link from the 'Set up 3<sup>rd</sup> Party Payment Authorization' link below it.]
    - My Online Account (Make Payment, Confirm Attendance, view online bill, view account activity.)
    - Alumni Fee Waiver
    - Process Meal Plan Adjustment
    - Tuition & Fees
    - Student Accounts Forms
    - Set up 3<sup>rd</sup> Party Payment Authorization
    - View 1098T
- Financial Aid** (right column):
  - (Home Page)
    - My Financial Aid
    - Financial Aid Important Dates and Deadlines
    - Scholarship Application
    - Forms
    - E-mail the Financial Aid Office
- Academic Resources** (right column):
  - College Catalog
  - Academic Calendar
  - Student Disability Services
  - Transfer Credit Services
  - Writing Resource Center

At the bottom left, there are sections for 'Parking' and 'University Police' (Parkinn Management System). On the right edge, there is a vertical 'myRedDragon Feedback' button.

#### 4) Select "Access QuikPay"

### Account Information

- ✓ You must accept charges each semester, regardless of balance due
- ✓ You must make minimum payment(s) due to avoid late fees.
- ✓ Selection of a term on this page will pass you into QuikPAY with that term's current balance due defaulted in "Make Payment."
- ✓ If you have multiple term balances, displayed (i.e. fall/winter or spring/summer) handle each separately
- ✓ Payment amounts due may differ for each term you select. Return here to refresh amount(s) & term(s) for which you wish to "Make Payment."

### Semesters With Balances - use to accept charges and/or make payments in QuikPay

### Semesters Without Balances - use to accept charges on a semester where you have enough aid to cover your bill or to view the named semester account summary only

[Fall Term 2017 - Review Account Summary](#)

[Spring Term 2017 - Review Account Summary](#)

[Fall Term 2016 - Review Account Summary](#)

### Access QuikPay for Billing and Other Information - use to set up authorized payers or for view access to QuikPay functions

[Access QuikPay \(Do NOT use this link to make payments\)](#)



#### 5) Select "Authorize Payers"

**Message Board**

**Welcome** to the QuikPAY<sup>®</sup> system. Through QuikPAY<sup>®</sup>, you are conveniently able to manage your payment profiles, authorize others to make payments on your behalf, view your account status, quickly make payments to your account, and more - all online! Please choose from the list of options located in the column to the left.

**IMPORTANT THINGS TO REMEMBER:**

- ALL students are required to accept financial responsibility for Fall, Spring, Summer, and Winter terms. Authorized payers can NOT do this for you. This functionality exists only in your "myRedDragon" account.
- Review the PDF copy of your most current billing statement for due dates.
- If you wish to process an Alumni Fee waiver, you should do so before processing initial payments for the semester.
- Payments must be received by the date indicated on the statement to avoid late fees.
- Aid missing from your account? Make sure you accept your financial aid package at the beginning of each aid year. Changes to your aid could result from failure to maintain satisfactory academic progress or failure to complete paperwork or other requirements. Consult your aid advisor if you do not see the aid expected on your account.
- Monthly Payment Plans require payments to be made by the 15th of EACH month. Skipped, partial, or late payments will result in late fees.
- Do NOT ignore billing statements. Contact Student Account with questions.

QuikPAY<sup>®</sup> also offers context-sensitive help. Simply click on the question mark next to a field to get help.

5) Select "Add New"

Message Board

Payment Profiles

**Authorize Payers**

User Preferences

View & Pay Accounts

Transaction History

Messages

## Authorized Payers

Through QuikPAY®, you are able to authorize others to make payments to your personal accounts.

- To create a new authorized payer, please click "Add New" button.
- To modify a currently authorized payer, please click "Edit" icon.
- To delete a currently authorized payer, please click "Delete" icon.

Edit	Delete	Account Status	Name	Login Name	Email	Creation Date
No data to display currently						

NOTE: Authorized payers will NOT be able to accept charges on your behalf. You must still take care of that action yourself.

Add New

6) Provide required data and select "Add"

Message Board

Payment Profiles

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## 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. Please remember that Student Accounts also requires a written FERPA release from you in order to discuss details of your account with authorized payers.

Authorized Payer Information

Authorized Payer's Name:

Authorized Payer's Email:

Confirm Email:

Create Login Name:  x

Add Cancel

All fields must be entered.

You will receive a confirmation that the authorized payer has been successfully added.

**SUNY Cortland**

Sample T. Student

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- To modify a currently authorized payer, please click "Edit" icon.
- To delete a currently authorized payer, please click "Delete" icon.

✓ The authorized payer has been created and notified by email.

Add New

Edit	Delete	Account Status	Name	Login Name	Email	Creation Date
		Active	Test Student	studenttest	brian.crocker@cortland.edu	06/29/2017

NOTE: Authorized payers will NOT be able to accept charges on your behalf. You must still take care of that action yourself.

**8. The authorized payer will receive an email from [billing@cortland.edu](mailto:billing@cortland.edu)**

Dear Test Student,

Sample T. Student has set you up as an authorized payer on their online student account.

You have been assigned the following username: studenttest

Please use the link below to set your password:

<https://uatquikpayasp.com/cortland/gp/passwordReset.do?hash=3da16474e33b330b71e5b562cfcf7939bde3c12a08b7465fc31382a355ab2878&key=4c8cdfaf33044a4827d0>

Regards,

QuikPAY College

Note the link in the email. Click to set-up your password.

## 9. You will need to select your password and confirm

## 10. You will see the following screen when successfully selecting a password