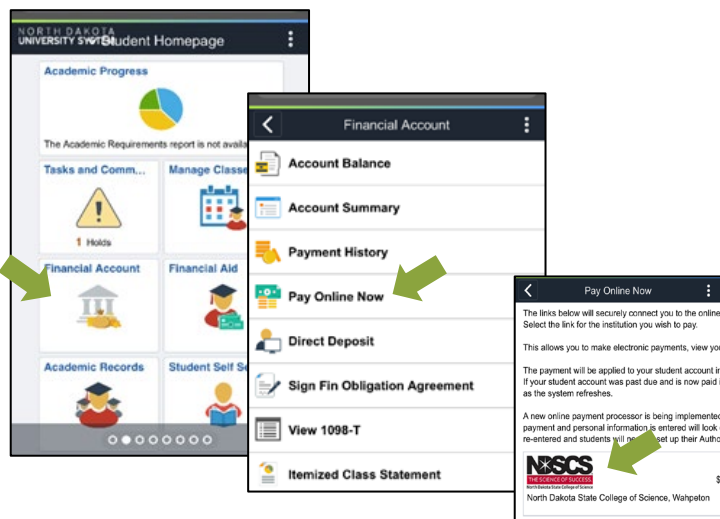


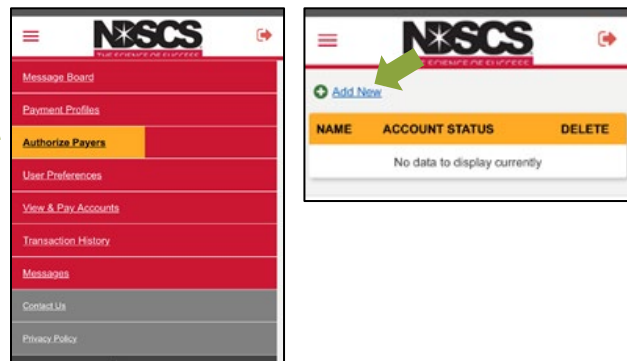
ADD AN AUTHORIZED PAYER for Online Payments

Students can assign others as an Authorized Payer within the online payment system. The Authorized Payer is able to receive Billing Notification emails, view the student's monthly electronic billing statement and make online payments.

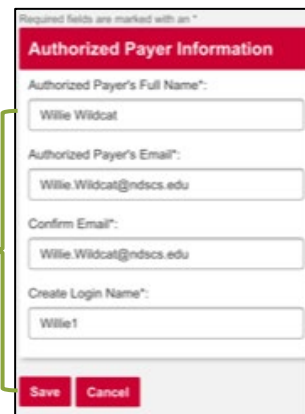
1. Log into your Campus Connection > Financial Account tile > Pay Online Now > click on NDSCS



2. Under Authorized Payers, click on Add New. You are also able to view and make changes to previously enrolled Authorized Payers.



3. Enter Authorized Payer's name, email address and create a Login Name. Click Save.



The screenshot shows the 'Authorized Payer Information' form. It has the following fields: 'Authorized Payer's Full Name*' (filled with 'Willie Wildcat'), 'Authorized Payer's Email*' (filled with 'Willie.Wildcat@ndscs.edu'), 'Confirm Email*' (filled with 'Willie.Wildcat@ndscs.edu'), and 'Create Login Name*' (filled with 'Willie1'). There are 'Save' and 'Cancel' buttons at the bottom. A green arrow points to the form from the left.

Authorized Payers must have a unique login name associated with each student.

4. The Authorized Payer will receive an email to finish the set up. Authorized Payer website – https://quikpayasp.com/ndus/ndscs_student_accounts/authorized.do

