

## Setting up an Authorized Payer

Log into the SDePay site via WebAdvisor. Click on the Authorized Payers link on the left hand side of the screen. You will need to have the e-mail address of the Authorized Payer to complete the setup process.

Follow the online instructions to create a user name and temporary password for each Authorized Payer. (The temporary password should be changed by the Authorized Payer when they first log in.)

Contact the people you have set up as Authorized Payers, and direct them to the e-Billing site <https://quikpayasp.com/sdbor/campus/studentaccounts/authorized.do>. Be sure to give them their user name and temporary password that you created, and instruct them to change the password.

Each billing cycle, both the student and any Authorized Payer will receive an e-mail notifying them that the e-Bill is ready. Students access the e-Billing Web site using a link in their e-mail or via WebAdvisor; Authorized Payers receive a link in their e-mail that takes them directly to an e-Billing log-in page. This ensures the privacy of student information in WebAdvisor.