

How to Create an Authorized Payer

In order for others (parents, family members, etc.) to discuss a student's tuition account with the One Stop Office staff, the student must provide permission by registering those individuals as **authorized payers**.

Students can create up to five authorized payers on their account. Each authorized payer will have his or her own personal login credentials for access to ePay. Authorized payers will also receive an email notification when a new bill is available.

Step 1: The student must login to ePay via the myCharger portal at mycharger.newhaven.edu. Then click on the ePay icon from the menu at the top.

Step 2: From the left-hand menu, select **Authorize Payers**, then select **Add New**.

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.

NAME	LOGIN NAME	EMAIL	ACCOUNT STATUS	CREATION DATE	DELETE
No data to display currently					

[+ Add New](#)

Step 3: Enter the payer's **name** and **email address**. Assign a **login name** and password for your payer (case sensitive), then click **Save**.

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.

Required fields are marked with an *

Authorized Payer Information

Authorized Payer's Full Name*:

Authorized Payer's Email*:

Confirm Email*:

Create Login Name*:

[Save](#) [Cancel](#)

Step 4: Notify your authorized payer of his or her login name, password, and the website below.
quikpayasp.com/newhaven/student_account/authorized.do