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Set up for Authorized User

The Authorized User may receive ebill notice of bills as they are produced each 21st of the month as they become available for review through Enroll and Pay. They can access the bill and detail information on the student account.

The student needs to assign the Authorized User to their account to allow view of Account Summary, Make a Payment, and View/Print Ebill.

Select Enroll and Pay.

Select Student Center, or Campus Personal Information.
In the Student Center, the student should scroll down to “Personal Information”; click on “Setup Authorized User”.

Student View
Read the acceptance policy and click on “Accept” radial button; will fill in a dot.

The Status will default to “Active”. Provide names in fields for First and Last Names. Enter the Email Address if student wants the Authorized User to receive an email notice of a bill on the account in addition to the email the student will receive. If it is desired, the status can be changed to Inactive to disallow access for this name and Payer Key at any later time; do not just erase the contents in the fields.

Click on the “Save” button.

The student will need to note the Payer Key information and send to the Authorized User so they will be able to sign on the account. The Payer Key is the code that will be used by the Authorized User to gain access to viewing data about the student. The names above are all fictitious for purposes of demonstration.

Once the Authorized User is notified of their access Payer Key, they may sign into the account.
How to use access

The **Authorized User** will sign on through the KU Website for Enroll/Pay:

Select E from the Alpha line.

Select Enroll & Pay.
Authorized User Setup and Sign on

Authorized User View

All Authorized Users start with this signon:  PAYER
payer9*

As you type in the “Password”, the lettering is not shown, but only dots. The following screen will appear:

Click on Campus Finances. The following screen will appear:
To Make a Payment, or update the KU Card, click on the “Make Payment …” link.

Then on this sign-on, the Authorized User will enter the Payer Key private code, and the student number and click “Search”. The fields are case sensitive.

This is the Make a Payment panel (tab):

1. To view balance (summary) of the account, click on the Account Inquiry tab, supporting detail is represented in tabs labeled:
   A. Activity, a chronological list of charges and payments
   B. Charges due, outstanding charges not yet paid with their due dates
   C. Payments, posted to the account; click on the amount of the payment and it will show what charges have been paid.
2. Account Summary, Due Now / Past Due shows 579.65; and charges as Future Due shows $0.

3. Breakdown of charges by Term/Semester.
4. Payment and Recharge KU Card link.

Notice the menu items for Print or View a Bill.

To make a payment, click on the “Make a Payment or Recharge KU Card” bar (green). This will take you to the panel of an outside agent contracted by the University.
Make a Payment or Inquire Account Information

Click on Make Payment.

Enter in the Payment Amount field an amount not greater than the amount stated as Amount Due.

Click in the Payment Method field.
Notice the amount was filled in as 25. The system will default in the decimal and following zeroes, so this will be read as $25.00.

Clicking in the Payment Method field caused the menu for types of payment to appear. I will select eCheck. Click on the Continue button.

The Holder's name (name on checking account), the Account Type, Routing number, and account number for the bank account are required. The Daytime phone and email address are also required. The University does not recommend filling in the Profile information.
If all of the information is correct, click on Continue. The system will present a panel showing the confirmation. You may print the confirmation to keep for your records. For credit cards, the procedure is the same. Only Discover and MasterCard are accepted by the University as payment through this system.
Change Payer Key code

It is possible to change the Payer Key code if you prefer. Return to the Campus Finances menu and choose “Authorized user maintenance”.

Sign in with current Payer Key code and student account number.

Like changing a Password, you will need to fill in the current Payer Key code in the “Old” field, then enter the new desired code in the “New” and “Re-enter” fields. Click on the SAVE button before you leave the panel or the new setup will not be retained.