

SETTING UP AUTHORIZED PAYERS

1. Note: the student must set this up first

2. Student will log into their MyMSU Great Falls College portal using their Net ID and password

a. You must be on the Great Falls College website, www.gfcmsu.edu

[Home](#) / MyMSU Great Falls College

Welcome To The Great Falls College MSU Campus

You must have cookies enabled on your browser to use this website.

[Log In To MyMSU Great Falls College Using Your NetID](#)

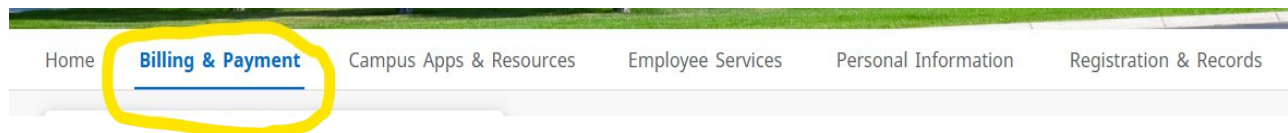
Don't know your NetID? [Look it up here.](#)

Click [here](#) for more information about MyMSU Great Falls College!

[Class Schedule](#)

[Great Falls College MSU Transfer Equivalency Guide](#)

3. Select the Billing and Payment card



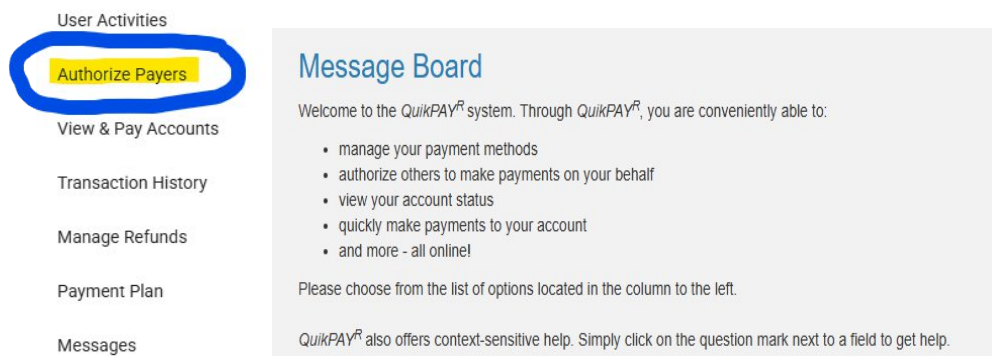
4. Click on "My Payments & Refunds"



5. If directed to Nelnet QuikPAY portal authentication screen, verify information and continue.

6. Nelnet QuikPAY portal will open, from there click on "Authorize Payers" on the left side of the page.

a. NOTE: if using a smart phone use the three bars/buttons at top of screen to view hidden information, generally on the upper left side of the screen.



7. On the right side of screen click (Green Plus sign) Add New

NAME	LOGIN NAME	EMAIL	ACCOUNT STATUS	CREATION DATE	DELETE
					+ Add New

SETTING UP AUTHORIZED PAYERS

8. Fill in required information & click SAVE

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**

9. An email will be sent to the Authorized Payers email that the student provides with a link for them to set their password. It also includes the Login Name the student created. The link in the email will only allow them to access Quikpay when they set up the password.
- To access Quikpay the Authorized Payer will have to go to:
<https://quikpayasp.com/montana/msugf/sa/authorized.do>
 - If the Authorized Payer forgets their username or password, the student will need to deactivate the authorized payer account through MyInfo and create a new authorized payer account.