## The Student must set this up first

1. Student will log into Banner Web/My Info using their Net ID

Welcome to the Great Falls College MSU campus You must have cookies enabled on your browser to use this website. Log in to BannerWeb/MyInfo using your NetID Don't know your NetID? Look it up here.

2. Select Billing and Payment

Personal Information Student Services Financial Aid Employee Services MyApps Notifications

Personal Information
View your address(es), phone number(s), e-mail address(es); Change your log in PIN.
Student Information
Current advisor information and current program Register and View your academic records, including grades, transfer work, academic transcript.
Billing and Payment
Review your most recent Electronic Billing Statement, confirm your attendance, make a Payment on Account, Setup an Authorized Payer.
Financial Aid
View your Financial Aid Awards; Accept your Financial Aid awards;View documentation requirements.
Communications
University Communications
Employee Information
View your benefits information; View your leave history or balances, job information, pay stubs, W-2 or W-4 information
Return to Homepage

3. Select Term and click Submit Select Term

Select a Term:	Spring 2020	<b>•</b>
Submit		

4. At the bottom of the screen you will click QuikPay

Future Due: \$0.00

Charges/payment for future term(s) are not reflected in this SUMMARY.

\* Charges include any previous balance.

\*\* Payments include cash, credit card, check, financial aid, anticipated financial aid, Tuition Payment Plan, housing prepayments AND other outside resources.

QuikPay Access: To Pay On-line or setup an Authorized Payer or Parent to Pay, click QuikPay

View Detail: If you would like to see the charges in more detail, click View Detail

5. On the left side of screen choose Authorize Payers



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



## 7. Fill in required information & click SAVE

Required fields are marked with an *		
Authorized Payer Info	mation	
Authorized Payer's Full Name*:		
Authorized Payer's Email*:		
Confirm Email*:		
Create Login Name*:		
	Save Cancel	

- **8.** 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: <u>https://quikpayasp.com/montana/msugf/sa/authorized.do</u>
  - 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.