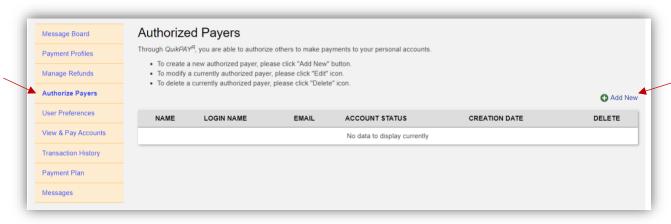# How to Create an Authorized Payer

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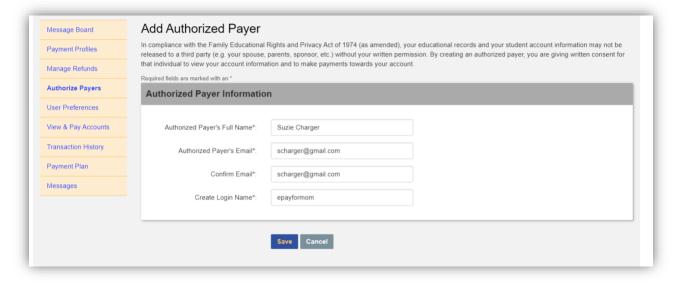
Students can create up to five authorized payers on their account. Each authorized payer will have his or her own personal login credentials for access to ePay. Authorized payers will also receive an email notification when a new bill is available.

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**.

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

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