

# Designating Authorized Payers

Students must designate parents/guardians as an authorized payer before they can access the Parent Payment Portal.

1. Log into the *Duquesne Portal*
2. Select *Student Account & Billing*
3. Click on *Tuition Payment Portal*
4. Click on *My Account*
5. Click *Send a Payer Invitation*
6. Complete prompts and send invitation

The Authorized Payer receives an email from [noreply@duq.edu](mailto:noreply@duq.edu) that includes their user login and a temporary password. They need to click the link in the email to setup their access.

My Account

## Payer Invitation

**Payer information**

\* **First name** Complete form then send invitation

Mary

\* **Last name**

Smith

\* **Email address**

smith@gmail.com

\* **Confirm email address**

smith@gmail.com

**Payer access**

Allow access to statements

**Message to payer**

Hi, Mom,  
Please setup your access so you can view and pay my tuition bill.  
Thanks!

Maximum 250 characters

Cancel **Send invitation**