Authorizing User in Bill+Payment Suite

1. In the *Finances* section of the *Student Center*, an *Account Summary* shows your total charges and deposits due. To view detailed information about your account and to access your Bill+Payment Suite student account, click the *Details/Bill/Pay* link.

2. On the *Account Summary* page, charges and deposits due, if any, will display along with Pending Financial Aid. If you have accounts at multiple institutions, the amounts will display in a separate row for each institution. The total amount due all institutions displays, as well. To access TouchNet's Bill+Payment Suite to pay the deposit, click the *View Bill/Payment Options* button.

3. To navigate to TouchNet's Bill+Payment Suite, select the *Access TouchNet Bill+Payment* button.

4. To add an Authorized User, select the *Authorized Users* menu option.

5. From this page, you can add a new authorized user. If an authorized user has already been created, the page allows you to update settings or delete the user. Click the *Add an Authorized User* button.

6. In the *Add an Authorized User* section, enter the email address of the Authorized User.

7. You have the following access options for the authorized user:

   **Billing Statement access:**
   - If select “No,” the authorized user will see the current balance but not your billing statements.

   **Payment History access:**
   - If you select “No,” then the authorized user will see their own payments in the *Payment History* tab.

   If you select "no" for both options, the authorized user will only be able to process payments for you. Click the *Add User* button.

8. After carefully reading the agreement for authorizing a user, click the *Agree* option.

9. Click the *Continue* button.

10. After you add the authorized user, they will receive email notification along with instructions for logging into their Bill+Pay account. Click the *Home* link.

11. **End of Procedure.**