Authorizing User in Bill+Payment Suite

Concept

Touchnet's Bill+Payment Suite is where students process payments for charges and deposits due. In the Bill+Payment Suite, students can view their current account balance and unbilled account activity, view their bill, pay online using a credit card or electronic check, enroll in payment plans and authorize others to make payments for them. This topic explains how to add an authorized user the Bill+Payment Suite.
Procedure

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<th>Step</th>
<th>Action</th>
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<tr>
<td>1.</td>
<td>In the <strong>Finances</strong> section of the <strong>Student Center</strong>, an <strong>Account Summary</strong> 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 <strong>Details/Bill/Pay</strong> link.</td>
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Step | Action
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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.
### Step 3

To navigate to TouchNet's Bill+Payment Suite, select the *Access TouchNet Bill+Payment* button.
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<td>4.</td>
<td>To add an Authorized User, select the <strong>Authorized Users</strong> menu option.</td>
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Step 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.
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<td>6.</td>
<td>In the <em>Add an Authorized User</em> section, enter the email address of the Authorized User.</td>
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Step 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.
Step | Action
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8. | After carefully reading the agreement for authorizing a user, click the **I Agree** option.
9. | Click the **Continue** button.
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| 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](image)
| 11.  | **End of Procedure.**