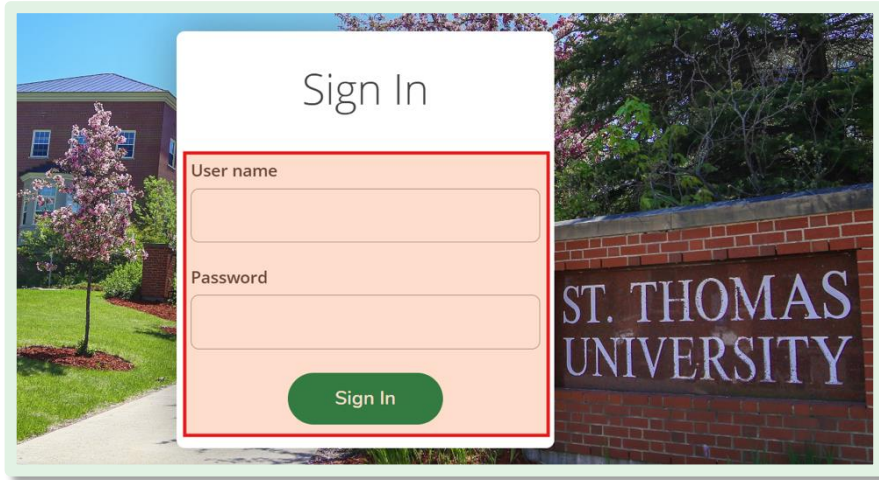
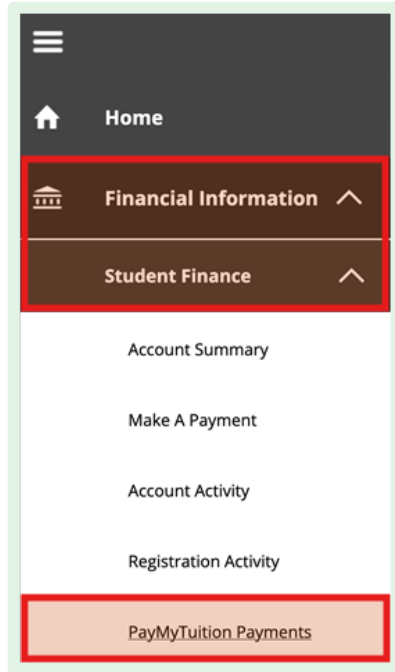




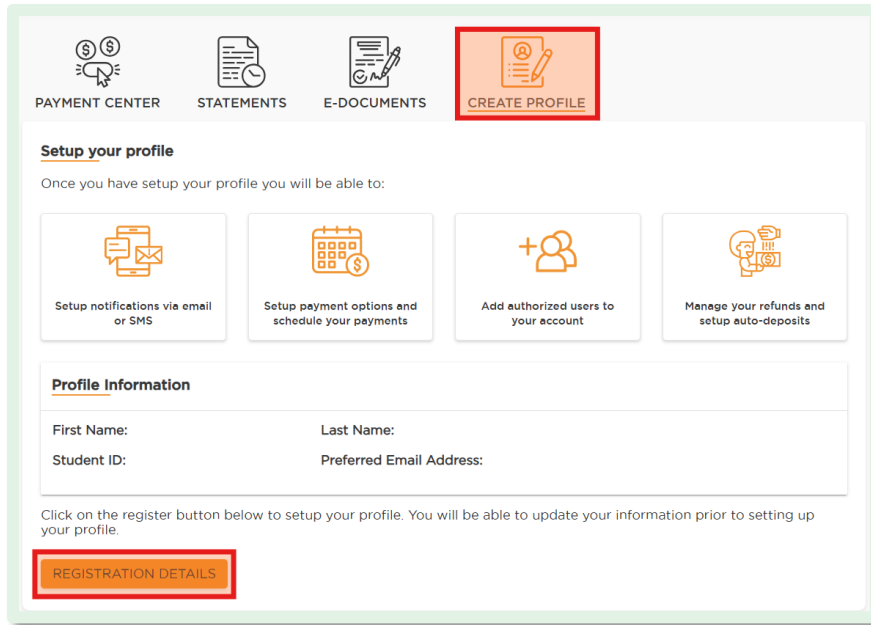
➔ ✓ Login to your [STU Self-Service](#) portal.



✓ Open the left-navigation panel, select “**Financial Information**” followed by “**Student Finance**”, and click on “**PayMyTuition Payments**” to be redirected to the PayMyTuition portal.

STUDENT INSTRUCTIONS

ADD AN AUTHORIZED USER TO YOUR PAYMYTUITION PROFILE



The screenshot shows the 'Setup your profile' page. At the top, there are four navigation tabs: 'PAYMENT CENTER', 'STATEMENTS', 'E-DOCUMENTS', and 'CREATE PROFILE'. The 'CREATE PROFILE' tab is highlighted with a red box. Below the tabs, the text reads: 'Setup your profile. Once you have setup your profile you will be able to:'. There are four icons representing different setup options: 'Setup notifications via email or SMS', 'Setup payment options and schedule your payments', 'Add authorized users to your account', and 'Manage your refunds and setup auto-deposits'. Below these icons is a 'Profile Information' section with fields for 'First Name', 'Last Name', 'Student ID', and 'Preferred Email Address'. At the bottom, there is a red box around the 'REGISTRATION DETAILS' button.

Step 1: Register for an Account with PayMyTuition

Upon redirecting into the PayMyTuition portal, select **CREATE PROFILE** and select the **REGISTER DETAILS** button.

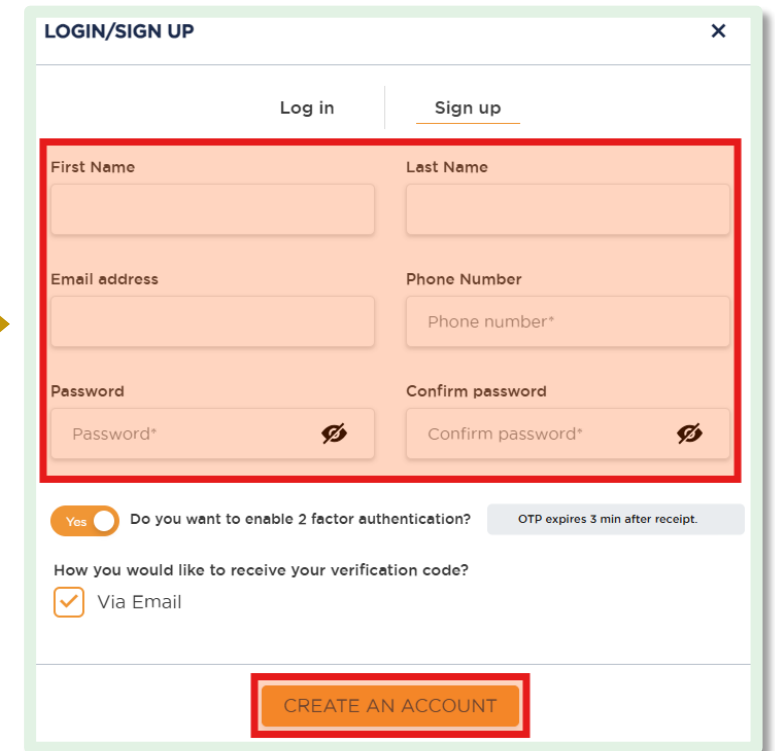


Complete the **SIGN UP** form requirements and select **CREATE AN ACCOUNT**.

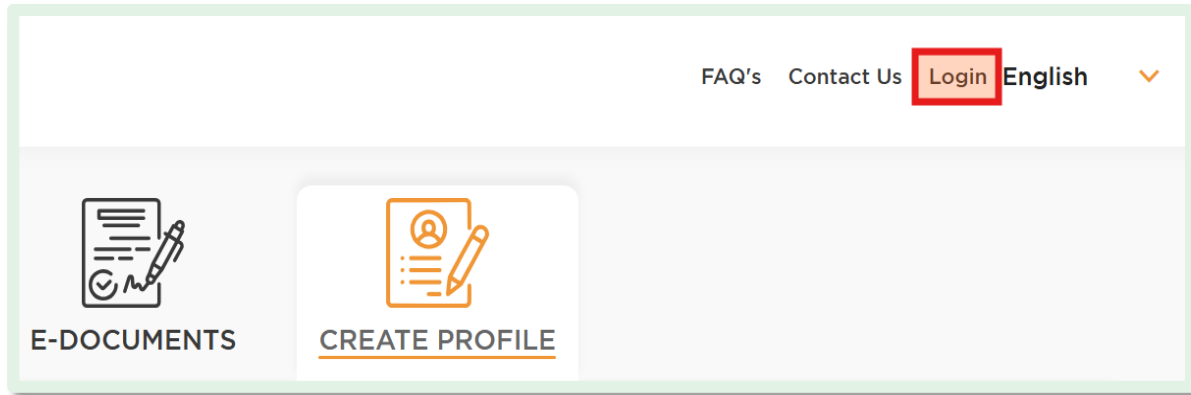


Be on the look for an email from PayMyTuition confirming your profile has been created.

If you previously registered for an account with PayMyTuition, proceed to **Step 2**.



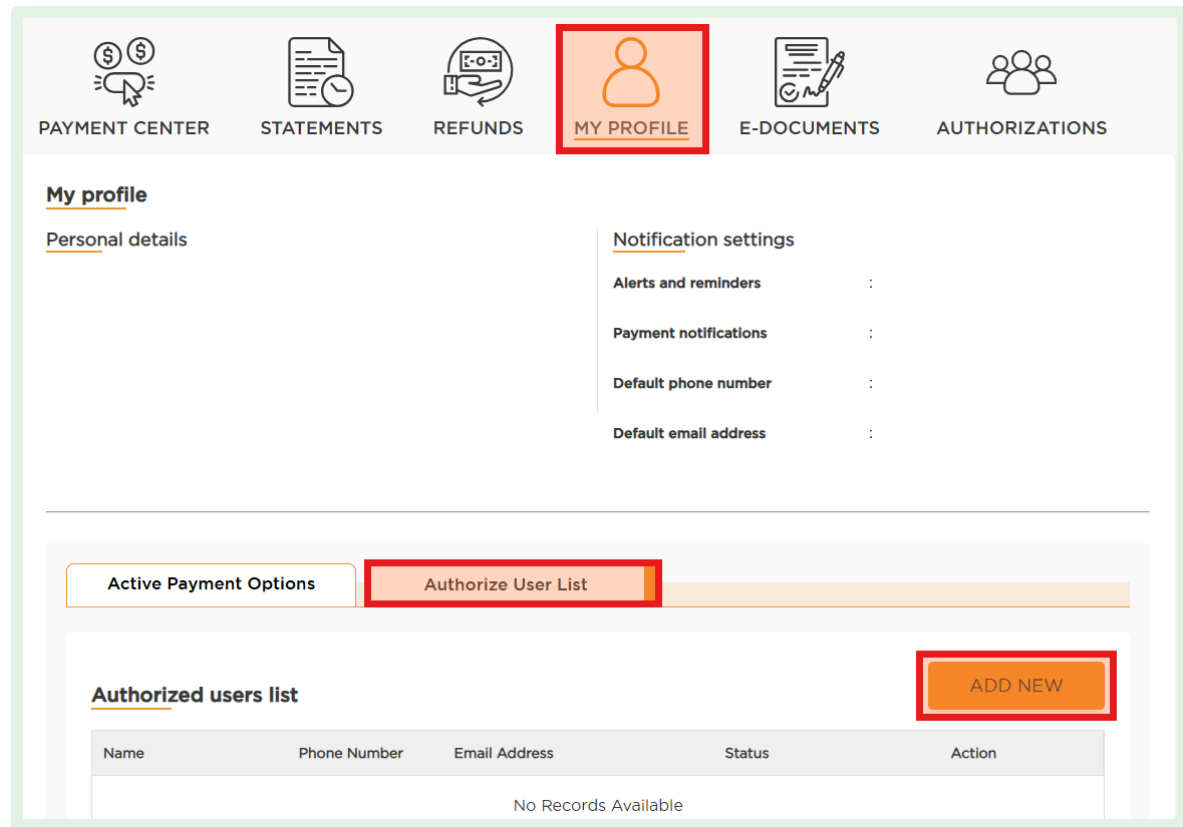
The screenshot shows the 'LOGIN/SIGN UP' page. There are two tabs: 'Log in' and 'Sign up'. The 'Sign up' tab is selected. Below the tabs, there is a red box around the sign-up form fields: 'First Name', 'Last Name', 'Email address', 'Phone Number', 'Password', and 'Confirm password'. Below the form fields, there is a section for 'Do you want to enable 2 factor authentication?' with a 'Yes' button. Below that, there is a section for 'How you would like to receive your verification code?' with a 'Via Email' option selected. At the bottom, there is a red box around the 'CREATE AN ACCOUNT' button.



Step 2: Add an Authorized User



Within the PayMyTuition portal, login to your PayMyTuition account.



Select the **MY PROFILE** section and select **Authorize User List** at the bottom of the page. Select **ADD NEW**.

ADD AUTHORIZED USER ✕

First Name

First name*

Last Name

Last name*

Email Address

Email address*

Phone Number

Phone number*

Would you like to allow this person to view your payment history and account activity?

☐ No

Would you like to allow this authorized user to view all transactions?

☐ No

Would you like to allow this authorized user to view your electronic document center?

☐ No

CANCEL

ADD



Input the authorized user information. **Remember to enable the correct permissions for the authorized user by toggling the security options available.**



Once the form is complete, select **ADD**. The authorized user will receive an email from PayMyTuition requesting they register as a user.

Active Payment Options

Authorize User List

Authorized users list

ADD NEW

Name	Phone Number	Email Address	Status	Action
Jane Doe	0001112234	janedoe123@gmail.co...	Pending	   



Students can track the status of their authorized user request, edit authorized user details, delete the authorized user from their account, and resend the email link for registration within their Authorized users list dashboard.



Hello Authorized User,

John Doe has granted you access to their student financial account. Please click on the link below to register your account and establish your personalized login.

[Click here to register your account!](#)

If you have any questions, please contact us directly or your dedicated department at your institution.

Regards,

PayMyTuition Support Team

Email: studentrefunds@paymytuition.com

Toll Free: [+1.855.663.6839](tel:+18556636839)

Canada Local: [+1.905.305.9053](tel:+19053059053)

US Local: [+1.201.209.1939](tel:+12012091939)

AUTHORIZED USER INSTRUCTIONS ACCESSING YOURPAYMYTUITION PROFILE

Step 1: Complete your Account Registration with PayMyTuition



Authorized Users will receive an email from PayMyTuition with a request to register for an account. Select the link within the email to complete your account setup.

Step 2: Access your PayMyTuition Account as an Authorized User

✓ To access your PayMyTuition account as an Authorized User, visit <https://payment.paymytuition.com/login>.

Input your email address and password and select **Login** to access your students' Payment Center and view or action on payments.



Login

Email address

Password

[Forgot your password?](#)

LOGIN