

How to Setup an Authorized User

- After logging in to Bill+Payment click on Authorized Users under My Profile Setup in the right hand column.

The screenshot displays the University of Puget Sound Bill+Payment interface. At the top, the university logo and name are visible, along with a 'Logout' button. A navigation bar contains links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into several sections:

- Announcement:** Contains a section titled 'Do you have a Credit Balance?' with instructions on how to interpret account balances. It includes two 'View Account' boxes: one showing a balance of -\$662.58 with a red callout 'Minus = No Payment needed', and another showing a balance of \$1,658.10 with a red callout 'No minus = Payment Due'. Below this is a 'Go Loggers!!' link.
- Informational Messages:** Two yellow boxes provide tips: 'Save time when paying. Set up a preferred payment profile in the Payment Profile page.' and 'To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.'
- View Account: Maya Bittmann:** Shows a current balance of -\$4,990.80. It includes 'View Activity' and 'Make Payment' buttons.
- Statements:** Lists 'Your latest eBill Statement (3/5/18) Payment due March 15th : -\$4,990.80' and 'Your latest 1098-T Tax statement 2015 1098-T Statement', each with a 'View' button.
- My Profile Setup:** A vertical menu on the right side with options: 'Authorized Users' (circled in red with a callout box that says 'Click here to add an authorized user'), 'Payment Profile', 'Consents and Agreements', 'Electronic Refunds', and 'Notifications'.

At the bottom of the page, there is a footer with the copyright notice: '©2018 TouchNet® A Global Payments Company | All rights reserved. | Privacy Statement' and the 'Secured by touchnet' logo.

- Click Add Authorized User

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Add Authorized User

- Enter preferred email address of the person being setup as an authorized user and select what permissions you would like them to have.

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Add Authorized User

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

Yes No

Would you like to allow this person to view your 1098-T tax statement?

Yes No

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

Yes No

Cancel

Continue

An Agreement disclosure will display. If you agree with the terms and conditions,

- Select the check box next to I Agree and click continue.

Agreement to Add Authorized User ×

The e-mail address you provided already exists in our system and is registered to [REDACTED]. This indicates that [REDACTED] was or may still be a registered user in our system. Please ensure that this is the person to whom you wish to give access. If you have any doubts that this is the correct person, please press the 'Cancel' button.

I hereby authorize **University of Puget Sound** to grant [REDACTED] full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Thursday, May 31, 2018.

For fraud detection purposes, your internet address has been logged:

207.207.127.235 at 5/31/18 4:21:03 PM PDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree

Cancel

Print Agreement

Continue

A confirmation page will display listing the newly added authorized user and their email address.

- The authorized user will receive 2 emails. The first email will let them know they have been added as an authorized user to your account and the 2nd email will contain a temporary password for the authorized user's initial login.

Authorized Users

- Thank you. We have sent an e-mail notification to this person
- (Note: Authorized users have their own login ID's and passwords)

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Authorized Users [Add Authorized User](#)

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name	Email address	Action
Authorized User's Name	Authorized User's email	