



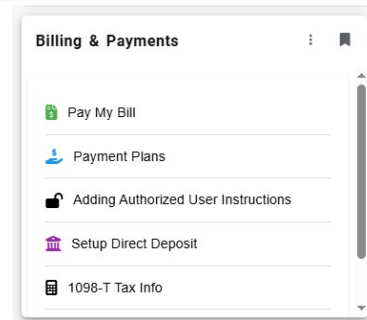
How to Add an Authorized User

Give a parent, guardian, or trusted person access to view billing information and make payments.

1 Select Pay My Bill

In Billing & Payments, select **Pay My Bill** to open the student account area.

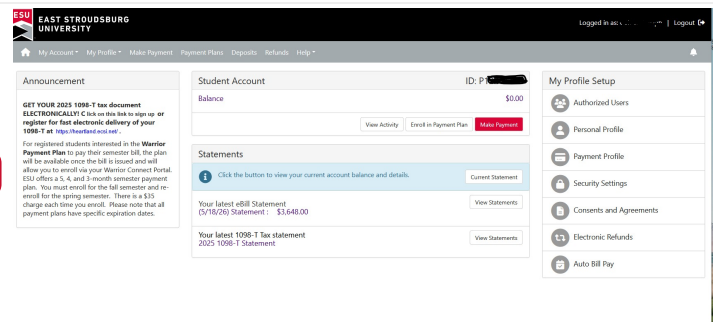
Pay My Bill



2 Choose Authorized Users

In TouchNet, use the My Profile Setup panel and select Authorized Users.

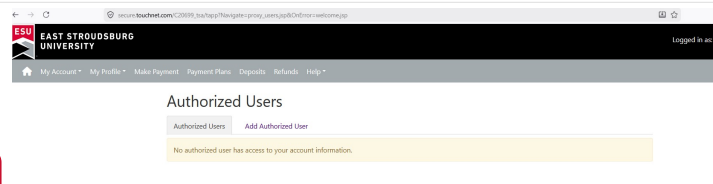
Authorized Users



3 Add the authorized user

Select Add Authorized User. This begins the permission setup.

Add Authorized User



4 Enter details and send

Enter the person's email address and choose the permissions. Select Continue. The person will receive an email from Campus Payments to finish setup.

Email + permissions

