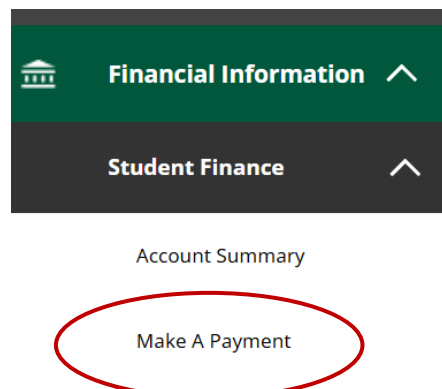


## Setting up an Authorized User

For a parent or guardian to enroll in a payment plan on behalf of the student, you must first add them as an Authorized User. As an Authorized User, the parent or guardian can log in using their own credentials and make a payment or enroll in a payment plan.

1. After logging in your Self Service, select the three lines in the upper left corner.
2. Select Financial Information, then Student Finance. Select Make a Payment.



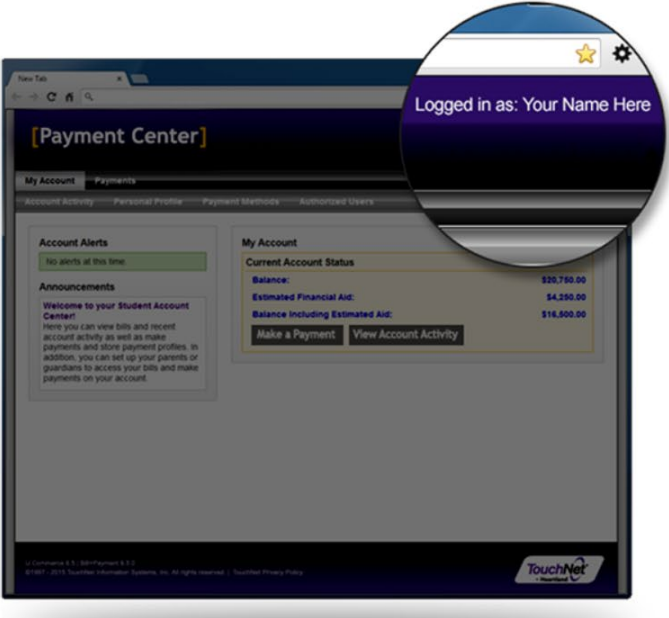
3. You will be directed to the Secure Payment Center. Click Continue to Payment Center.

*You are moving to the...*  
Secure Payment Center

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

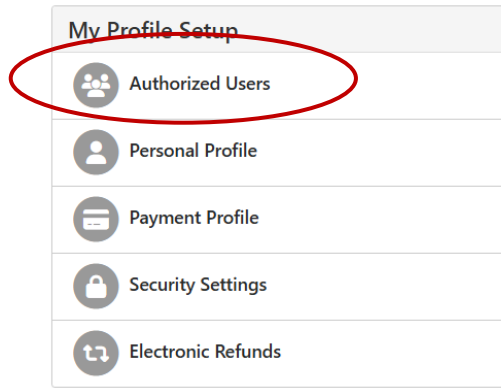
[Continue to Payment Center](#)

A screenshot of a web browser displaying the "Payment Center" interface. The page title is "[Payment Center]". There are tabs for "My Account" and "Payments". The "My Account" tab is active, showing "Account Alerts" (No alerts at this time), "Announcements" (Welcome to your Student Account Center), and "My Account" details. The "My Account" section includes "Current Account Status" with a table:

Balance:	\$20,750.00
Estimated Financial Aid:	\$4,250.00
Balance Including Estimated Aid:	\$16,500.00

Below the table are buttons for "Make a Payment" and "View Account Activity". A circular callout in the top right corner shows a user profile with the text "Logged in as: Your Name Here". The footer includes "© Columbia S.S. Methodists 8/12" and "©1987-2018 TouchNet Software Systems, Inc. All rights reserved. | TouchNet Privacy Policy". The TouchNet logo is in the bottom right corner.

4. Click the **Authorized Users** link under **My Profile Setup**



5. The first tab will show any Authorized Users that have been previously set up. To set up an Authorized User, click on the **Add Authorized User** tab.

## Authorized Users

[Authorized Users](#) [Add Authorized User](#)

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.

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 payment history and account activity?  Yes  No

Would you like to allow this person to receive your payment plan communications?  Yes  No

Here you can enter the email address of the parent or guardian and select what you would like the User to have access to. If you want more than one authorized user, you will need to set them up separately.

**NOTE:** Only one Authorized User can set up a payment plan, but you can have multiple Authorized User to have payment access.