Authorizing User in Bill+Payment Suite

1.	In the ***Finances*** section of the **Student Center**, an ***Account Summary*** 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 **Details/Bill/Pay** link.
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.
3.	To navigate to TouchNet's Bill+Payment Suite, select the ***Access TouchNet Bill+Payment*** button.
4.	To add an Authorized User, select the Authorized Users menu option.
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.
6.	In the ***Add an Authorized User*** section, enter the email address of the Authorized User.
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.
8.	After carefully reading the agreement for authorizing a user, click the I Agree option.
9.	Click the Continue button.
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 link.
11.	**End of Procedure.**