

Office of Information Technology

Adding Authorized Users to the New Payment Center

1. Students must authorize access to their Student Account in the Touchnet portal. This can be done by using the 'Authorized Users' link on the right side of the Touchnet Payment Center home screen.

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My Account * My Profile * Make P	layment Payment Plans Deposits Refunds Hel	p.*	
Announcement Welcome to the Centenary University	To sign up for direct deposit of your rel Refund Account Setup page.	funds, complete your setup in the	My Profile Setup
Student Payment System	Student Account	ID: xxx6708	
 View electronic bills and recent account activity 	Balance	\$0.00	Personal Profile
Make payments and save preferred methods of payment for future use Setup a monthly payment plan	View Activity	Enroll in Payment Plan Make Payment	Payment Profile

2. Existing authorized users will be list on the main tab.

ount • My Profile • Make Payment Payment	Plans Deposits Refunds Help -	
Authorized Llears		
Authorized Users		
Authorized Users Add Authorized User		
Full name	Email address	Action
	Linan address	Action
run name		

3. Click to the 'Add Authorized User' tab to add new users.

Enter the email address of the new authorized user and answer the questions, then click the **Continue Button**.

Authorized User	S			
Authorized Users Add Autho	orized User			
You can give others (parents, emp	loyers, etc.) the ability to access your account information. In co	ompliance with the Family	Fducational Rights and Pr	ivacy Act
of 1974 (FERPA), your student fina	ncial records may not be shared with a third party without your w your account information and make payments on your beha	r written consent. Adding	an authorized user is your	written
your stored payment methods, ac	ademic records, or other personal information.			
Email address of the authorized user		email@email.	com	
Email address of the authorized user	to view your billing statement and account activity?	email@email.	com O No O No	



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4. An agreement page will display. You should read this agreement and click the 'I Agree' checkbox. Use the green 'Continue' button to confirm. This will send a confirmation to the email you entered with instructions for your authorized user to access your account.

Agreement to Add Authorized User	×
I hereby authorize Centenary University to grant sharon.ainsley@ellucian.com full access to my accounts, including abit to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit car and/or checking account information will remain confidential and hidden from all other users. I understand that I am stil primarily responsible for ensuring that all my accounts are paid on time and in full.	d E
Access to my accounts also includes the ability to :	
• View my 1098-T tax statement	
This agreement is dated 11/04/2022 8:45:22 AM EDT.	
For fraud detection purposes, your internet address has been logged:	
50.29.183.233 at 11/04/2022 8:45:22 AM EDT	
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 Continu	e
	-

 Your authorized user should follow all instructions provided in the confirmation email to set up their account access. Once these steps have been completed, they may log into the TouchnNet Payment Center at <u>https://secure.touchnet.net/C20687_tsa/web/login.jsp</u>