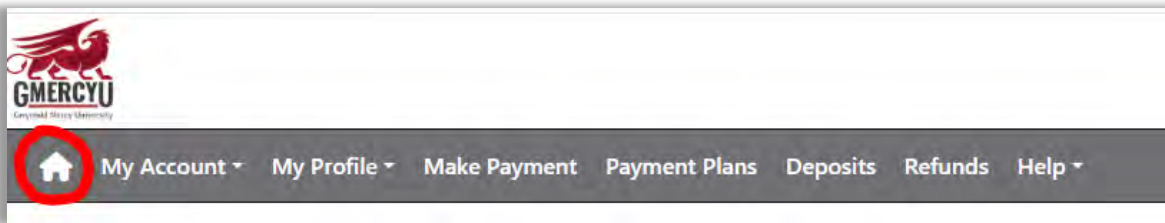


❖ Adding a Person as an Authorized User to View or Pay on Your Account:

If you would like to add someone other than yourself to make a payment on your account or check your charges, please follow the instructions below:

- On your Self-Service account, click on the **Student Finance** tile
- On the right side of the page, listed under Helpful Links, click the link **Make a Payment**
 - The system may require you to log back into the secure payment site
- Once you are on the payment site, click on the home icon located on the gray tool bar at the top left of the screen (circled in red in the screenshot below)



- On the next page, on the right side of the screen listed under "**My Profile Set Up**", please click **Authorized User**
- Next, click the tab at the top that says, **Add Authorized User**
- After that, choose the access you would like the authorized user to have and enter the email for the authorized user
- Click continue and an email will automatically be sent to the authorized user with the appropriate PIN and password to access the system
 - Once the authorized user has been given access and logged in for the first time, they can use this link, https://secure.touchnet.net/C20371_tsa/web to access the site directly.
- Reminder, this will only give your authorized user access to view billing statements, account activity, and payment history if you allow it. The authorized user will not be able to access grades, registration, or transcripts.

If you have any questions, please email the Student Billing office at studentbilling@gmercyu.edu.

