





CREATE AN ACCOUNT

ADDING AN AUTHORIZED USER TO YOUR PAYMYTUITION PROFILE – STUDENT INSTRUCTIONS

Step 1: Register for an Account with PayMyTuition

Opon redirecting into the PayMyTuition portal, select **CREATE PROFILE** and click the **REGISTER** button.

- Complete your profile information and click **CREATE AN ACCOUNT.**
- You will receive an email from PayMyTuition confirming your profile has been created.



Step 2: Add an Authorized User

Within the PayMyTuition portal, login to your PayMyTuition account.

Select the **MY PROFILE** section and click **Authorize User List** at the bottom of the page. Select **ADD NEW**.



- Input the name and contact information for your authorized user. Remember to enable the correct permissions for your authorized user by enabling the security options available.
- Once you have completed the form, click **ADD**. Your authorized user will receive an email from PayMyTuition requesting they register as a user.

Students can track the status of their authorized user request, edit authorized user details, delete the authorized user from their account, and resend the email link for registration within their **Authorized users list** dashboard.



eamless payments.

22

ACCESSING YOUR STUDENTS' PAYMYTUITION PROFILE – AUTHORIZED USER INSTRUCTIONS

Step 1: Complete your Account Registration with PayMyTuition

 \bigcirc You will receive an email from PayMyTuition with a request to register for an account. Click on the link within the email to complete your account setup.

Step 2: Access your PayMyTuition Account as an **Authorized User**

To access your PayMyTuition account as an Authorized User, $\langle \rangle$ visit www.paymytuition.com and select Login from the top of the screen.

Enter your email address and password and click Login to access your student's **PAYMENT CENTER**.