

2 ADDING AN AUTHORIZED USER

An authorized user is someone who logs in on behalf of a student to view the student's data or perform an action on their behalf. For example, a mother may wish to view or pay her daughter's tuition. ***Note: Authorized users do not have access to tax documents.**

A student must grant a family member or third-party authorized user access through their **PayMyTuition portal**. Below are the instructions on how students can add an authorized user.

STEP 1: Add an Authorized User

Log in to your **Student Self Service portal** at mcis.meredith.edu and navigate to the **PayMyTuition portal**.

Select the **"My Profile"** section and click **"Add authorized users to your account."**





The screenshot shows the 'My Profile' section of the PayMyTuition portal. The 'My Profile' tab is selected, and the 'Add authorized users to your account' option is circled. The 'Add Authorized User' form is displayed, showing fields for First Name, Last Name, Email Address, and Phone Number. Below these fields are three questions with 'Yes' radio buttons: 'Would you like to allow this person to view your payment history and account activity?', 'Would you like to allow this authorized user to view all transactions?', and 'Would you like to allow this authorized user to view your electronic document center?'. The 'ADD' button is circled.

Complete the **"authorized user profile."**

The authorized user will receive an email from PayMyTuition requesting they register as a user.

You can track the status of your authorized user request, edit authorized user details, delete the authorized user from your account, and resend the email link for registration within your **Authorized users list dashboard**. You may add as many authorized users as you need.

The screenshot shows the 'Authorized users list' dashboard. The 'Authorize User List' tab is selected, and the 'ADD NEW' button is circled. The 'Authorized users list' table is displayed, showing columns for Name, Phone Number, Email Address, Status, and Action. The table contains one row for 'Jane Doe' with a 'Pending' status. The 'Action' column for 'Jane Doe' contains four icons: a green eye, a pencil, a trash can, and a refresh icon. A legend on the right side of the dashboard explains the icons: 'Track the status' (green eye), 'Edit details' (pencil), 'Delete user' (trash can), and 'Resend link' (refresh icon).

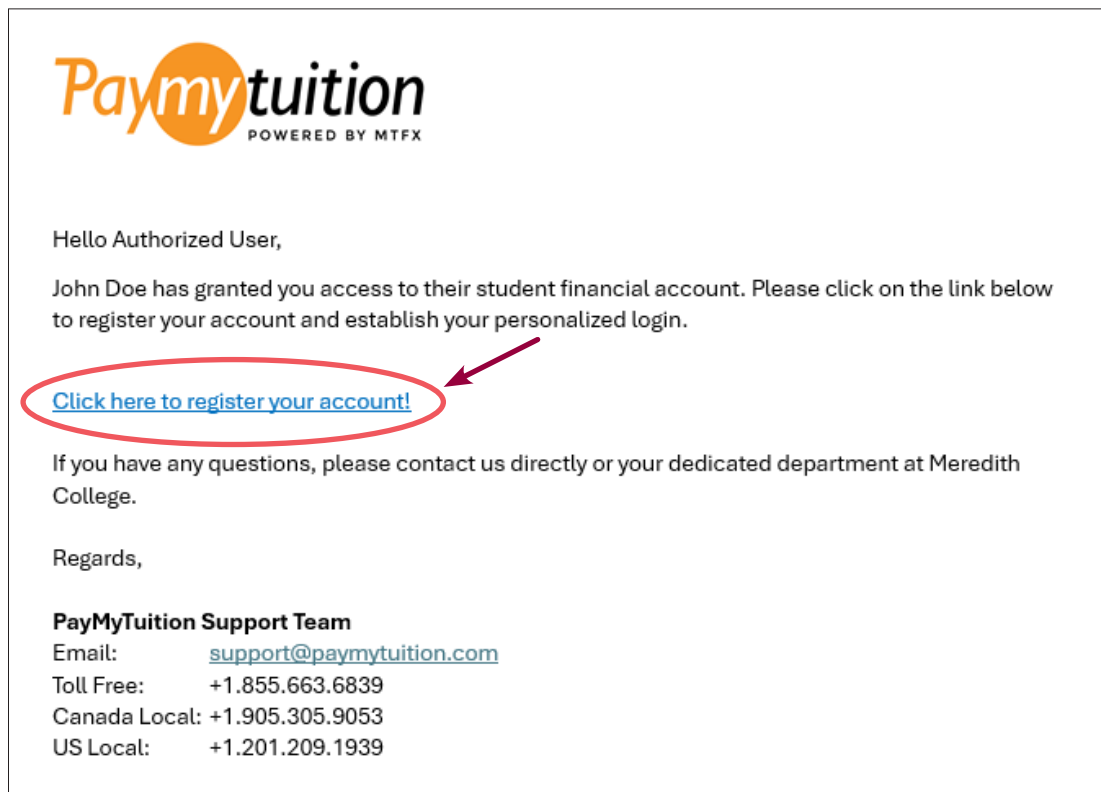
Name	Phone Number	Email Address	Status	Action
Jane Doe	9196491234	jdoe@yippee.com	Pending	   

AUTHORIZED USER INSTRUCTIONS

Below are instructions for authorized users to register an account.

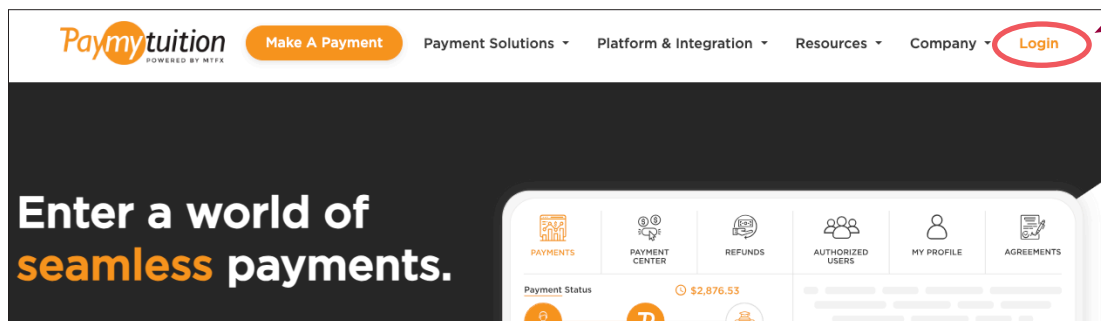
STEP 1: Complete Your Profile Registration

Once your student adds you as an authorized user, 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 student's PayMyTuition account as an Authorized User, log in at the **PayMyTuition portal**.



Input your email address and password and click **"Login"** to access the student's Payment Center to make a payment.