Meredith College
How to Add an Authorized User

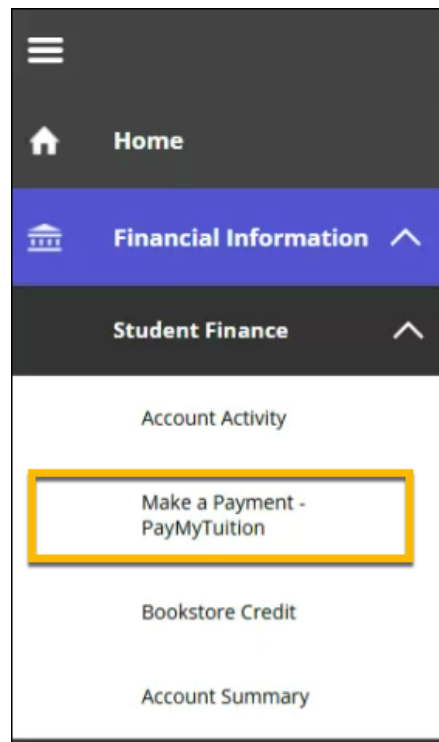**Pay**my*tuition*
POWERED BY MTFX

STUDENT INSTRUCTIONS

STEP 1: ACCESS THE PAYMYTUITION PORTAL

Log into your Self-Service Student Portal:

Go to mcis.meredith.edu. Click on the 3 bars icon on the left side menu (See below). Click on Financial Information so the drop down menu appears. Click on "Make a Payment-PayMyTuition". The PayMyTuition banner appears, redirecting you to the PayMyTuition portal.

STEP 2: REGISTER FOR AN ACCOUNT WITH PAYMYTUITION

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

Complete your profile information and click **CREATE AN ACCOUNT.**

Be on the lookout for an email from PayMyTuition confirming your profile has been created.
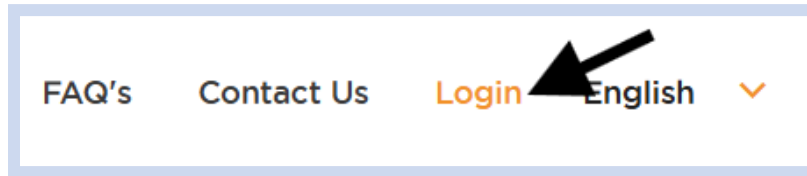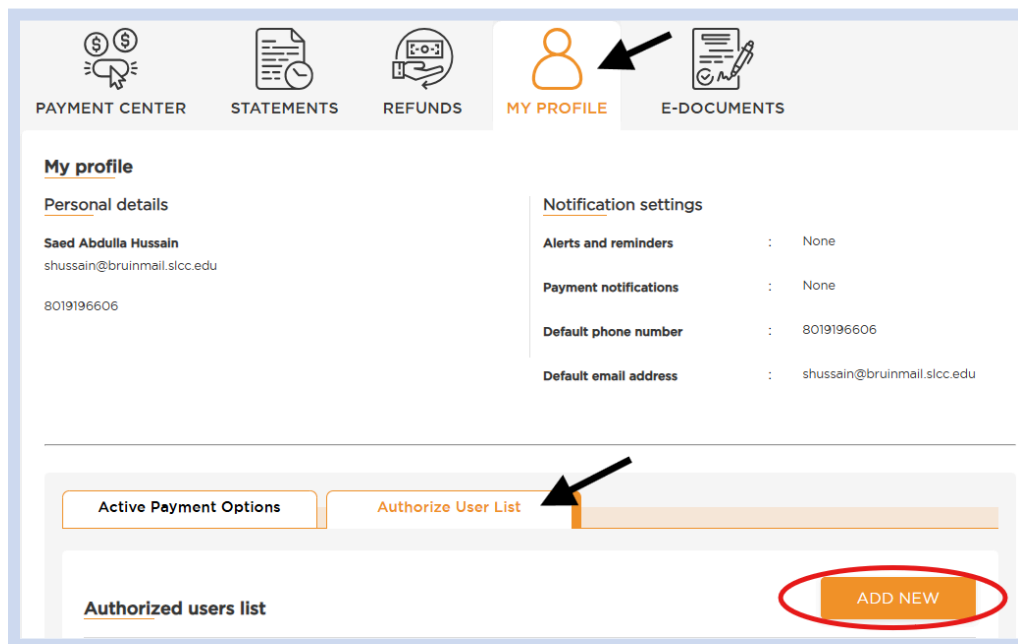
STEP 3: ADD YOUR AUTHORIZED USER

Parents/guardians will need to be set up as an authorized user in order to make payments and view billing information.

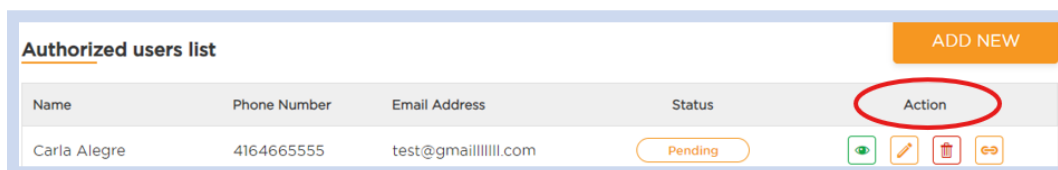Within the PayMyTuition portal, login to your PayMyTuition account.

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

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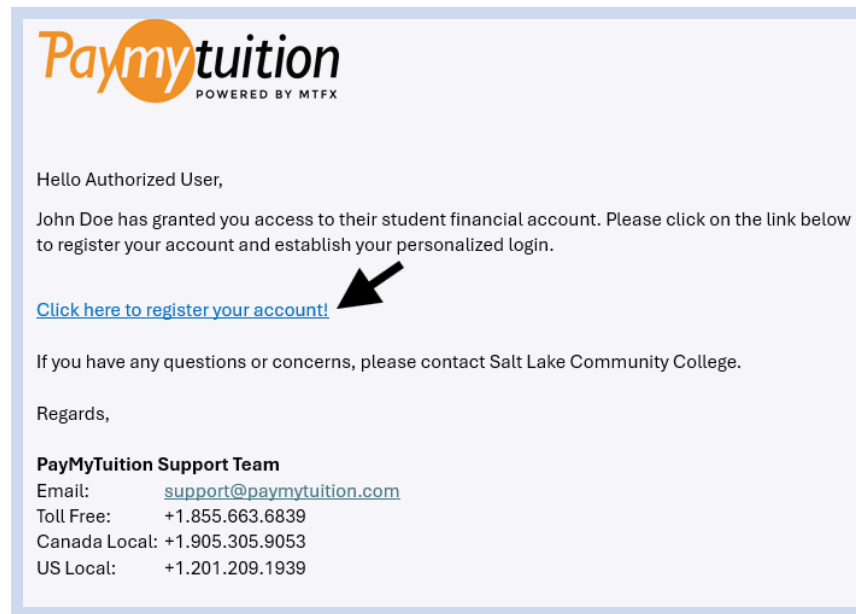

Students can track the status of their authorized user request, edit authorized user details, delete the authorized user from their account, and resend the email link for registration within their authorized users list dashboard.
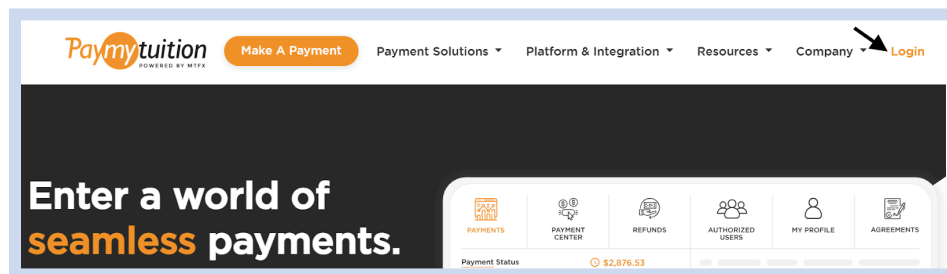
AUTHORIZED USER INSTRUCTIONS

STEP 1: COMPLETE YOUR PROFILE REGISTRATION

The authorized 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. *You must set up a PayMyTuition account profile in order to have access to payments, payment plans, and billing information.*

STEP 2: ACCESS YOUR PAYMYTUITION ACCOUNT AS AN AUTHORIZED USER

To access your students' PayMyTuition account as an Authorized User, login at the PayMyTuition portal.

Click Login and input your email address and password to access the students' Payment Center to action on payments.