

Meredith College

How to Add an Authorized User

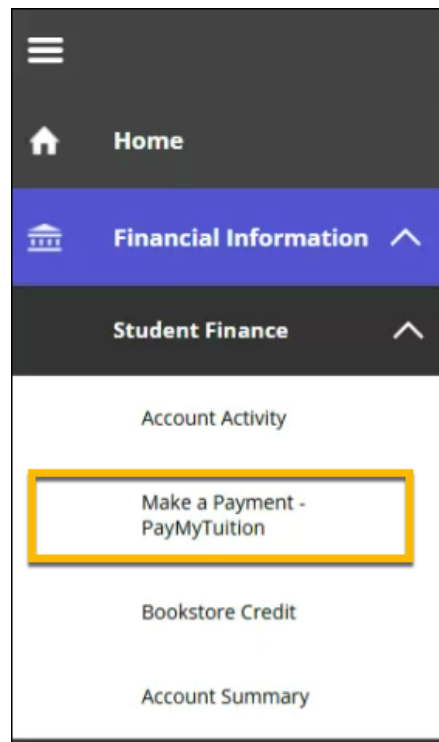


STUDENT INSTRUCTIONS

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.

PAYMENT CENTER **STATEMENTS** **REFUNDS** **E-DOCUMENTS** **CREATE PROFILE**

Setup your profile

Once you have setup your profile you will be able to:

- Setup notifications via email or SMS
- Setup payment options and schedule your payments
- Add authorized users to your account
- Manage your refunds and setup auto-deposits

Profile Information

First Name: Last Name:
Student ID: Preferred Email Address:

Click on the register button below to setup your profile. You will be able to update your information prior to setting up your profile.

REGISTER

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

Be on the lookout for an email from PayMyTuition confirming your profile has been created.

LOGIN/SIGN UP

Log in | **Sign up**

First Name: John Last Name: Doe

Email address: johndoe@slcc.edu Phone Number: 1112223333

Password: Password* Confirm password: Confirm password*

☒ Yes Do you want to enable 2 factor authentication?

How you would like to receive your verification code?

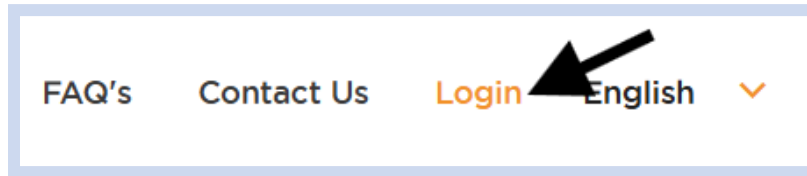
☒ Via Email

CREATE AN ACCOUNT

STEP 3: ADD YOUR AUTHORIZED USER

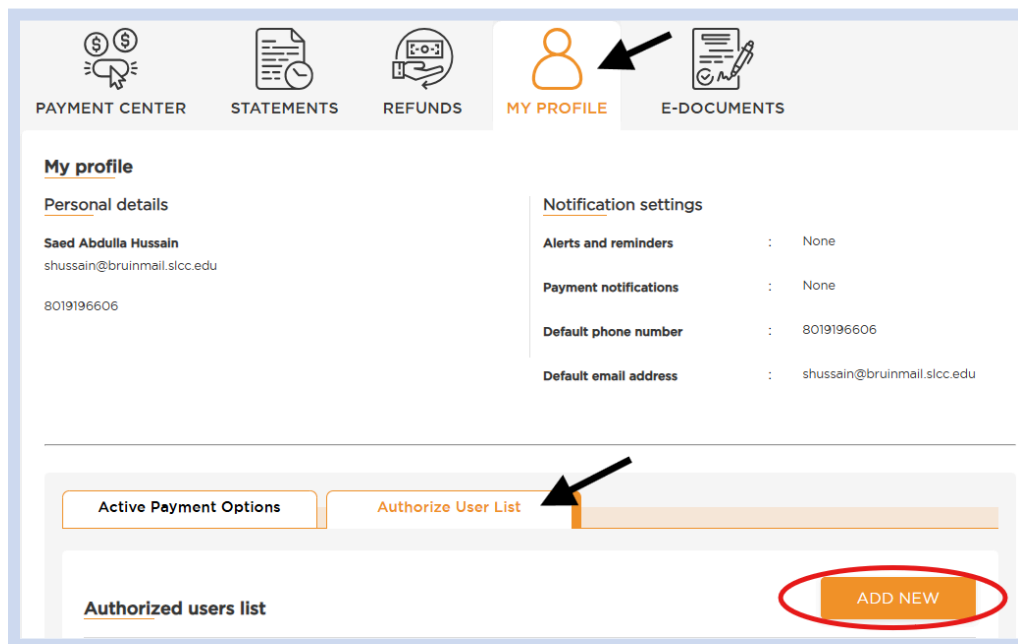
Parents/guardians will need to be set up as an authorized user in order to make payments and view billing information.

Within the [PayMyTuition portal](#), login to your PayMyTuition account.

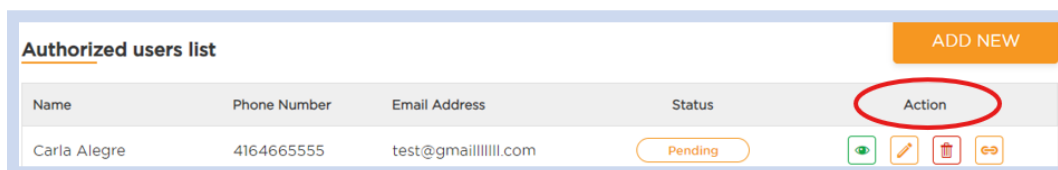


Select the **MY PROFILE** section and click **Authorize User List** at the bottom of the page. Select **ADD NEW**.

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



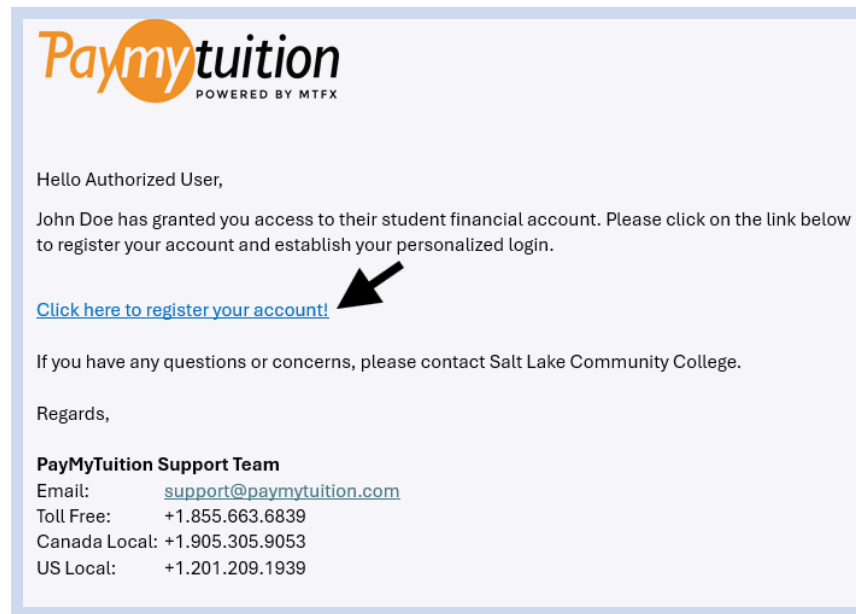
Students can track the status of their authorized user request, edit authorized user details, delete the authorized user from their account, and resend the email link for registration within their authorized users list dashboard.



AUTHORIZED USER INSTRUCTIONS

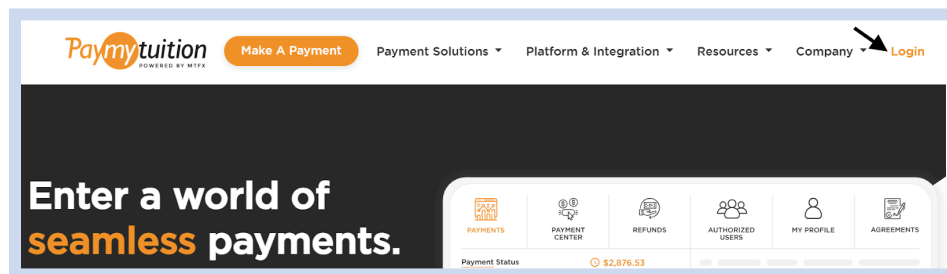
STEP 1: COMPLETE YOUR PROFILE REGISTRATION

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.