

Add Authorized Users

Home Page

The screenshot shows the TAMU Bill Payment Home Page. The header includes the TAMU logo and 'BILL PAYMENT' text. The user is logged in as 'Terrie Student'. The main content area is divided into several sections: 'Announcement' with a welcome message and TAMU 2017 term information; 'Student Account' showing a balance of \$544.50 and account ID xxxxx1196; 'Payment Plans' for 'TAMU 2017 - 4 Monthly' with a table of four installments; and 'Statements' with a link to view the latest eBill Statement. On the right, the 'My Profile Setup' sidebar contains links for 'Authorized Users', 'Payment Profile', and 'Notifications'. A blue arrow points to the 'Authorized Users' link.

Access the Home Page to add authorized users. From **My Profile Setup**, choose **Authorized Users**.

Authorized Users

The screenshot shows the 'Authorized Users' page. It features a yellow informational banner at the top. Below it is a form titled 'Add Authorized User'. The form includes a text input field for the email address (containing 'joeparent@email.com'), two radio button questions about permissions, and 'Cancel' and 'Continue' buttons. Numbered callouts 1 through 4 are placed on the page: 1 points to the email input field, 2 points to the 'No' radio button for the first question, 3 points to the 'No' radio button for the second question, and 4 points to the 'Continue' button.

- 1) Email address of the authorized user** – Enter the email address for the authorized user. This email address will be used to send the authorized user login instructions and a temporary password. It will also be the login ID that the authorized user will use to access Bill Payment.
- 2) Would you like to allow this person to view your billing statement and account activity?** – Indicate Yes or No.
- 3) Would you like to allow this person to view your payment history and account activity?** – Indicate Yes or No.
- 4) Continue** – Verify the information and choose **Continue**.

Agreement to Add Authorized User

Agreement to Add Authorized User

I hereby authorize **Texas A&M University** to grant joeparent@email.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Thursday, November 9, 2017.

For fraud detection purposes, your internet address has been logged:
73.133 at 11/9/17 1:51:38 PM CST

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree

Cancel Print Agreement Continue

The Agreement to Add Authorized User will be displayed. The agreement will include the date you granted access and the IP address of the device used to agree. Read the agreement and check **I Agree** to allow access to your account. Then choose **Continue**.

Current Authorized Users

ATM | BILL PAYMENT

Logged in as: Terrie Student | Logout

My Account Make Payment Payment Plans Help My Profile

Authorized Users

- Thank you. We have sent an e-mail to joeparent@email.com with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.
- (Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

From this page, you can give others (parents, employers, etc) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Current Authorized Users

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
	joeparent@email.com	

➤ Add Authorized User

- Edit
- Delete
- Show Agreement

From the **Action** button, you will have access to **Edit** or **Delete** an authorized user. In addition, you can choose **Show Agreement** to view or print the agreement.