

# SU Pay Instructions

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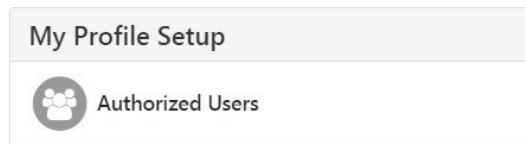
I am a student. How do I log in?

**Students:** Go to [suffolk.edu/payment](https://suffolk.edu/payment)

- Click on your category under “SU Pay Login”
- Log in to your Workday account using your username and password
- Go to your **Financials Hub** and click on **SU Pay – Make a Payment**

How do I set up an authorized user?

You can set up an authorized user to view your account and make payments on your behalf. Select **Authorized Users** located under **My Profile Setup**.



Enter the email address of the individual you would like to add as an authorized user. Your authorized user will receive two emails with login information to access the system. You may set up numerous individuals as authorized users (parents, guardians, grandparents, etc.). Payment information (account numbers, etc.) will never be shared.

## Authorized Users

Authorized Users

Add Authorized User

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.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

Yes  No

Would you like to allow this person to view your 1098-T tax statement?

Yes  No

Would you like to allow this person to view your payment history and account activity?

Yes  No

Would you like to allow this person to receive your payment plan communications?

Yes  No

Cancel

Continue

I have been set up as an Authorized user? How do I log in?

**Authorized User Access:** Access is provided through [suffolk.edu/payment](https://suffolk.edu/payment) under the Authorized User section. Please use the login information received when your student set you up as an authorized user in SU Pay.

How do I make a payment?

Select **Make a Payment**. You will be able to make a payment at that time, schedule a payment for a future date by following the prompts on the screen or enroll into a payment plan.



### Account Payment



Once payment is received, a payment confirmation and an email notification will be generated.