

How to Add an Authorized User

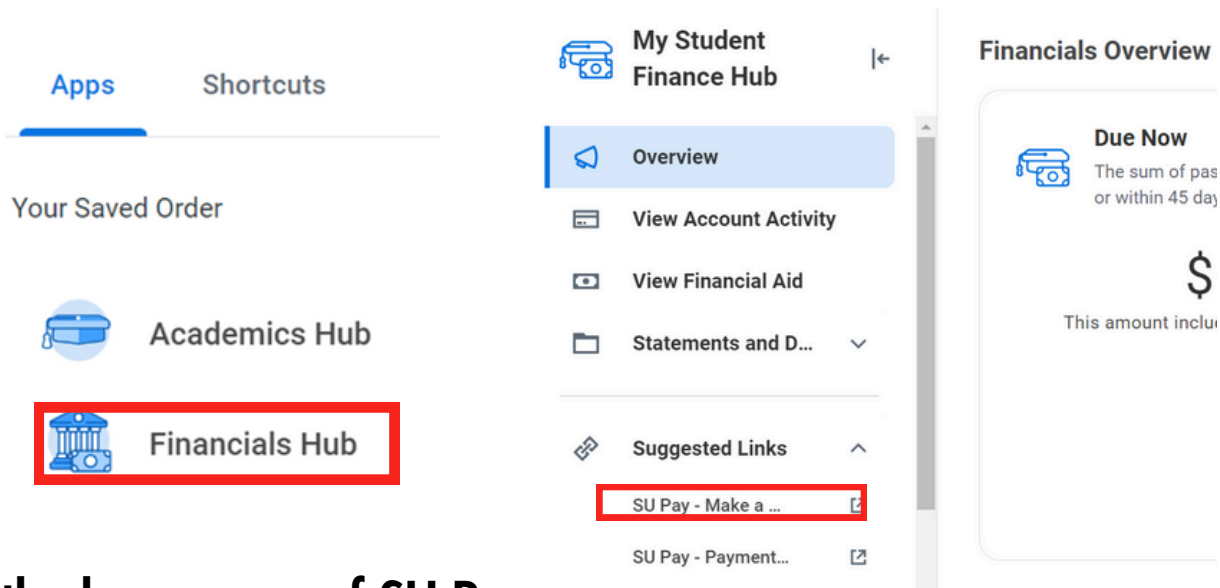
What is an authorized user?

- An authorized user is a person that students can allow access to their tuition and billing account information.
- Authorized users have their own login credentials once given access.
- Students can add or revoke access at anytime.
- **We cannot disclose any information about a student's tuition or billing account with anyone who is not listed as an authorized user on the account.**

Go to your SU Pay portal via Workday

➡ Go to your **Financials Hub** under Menu

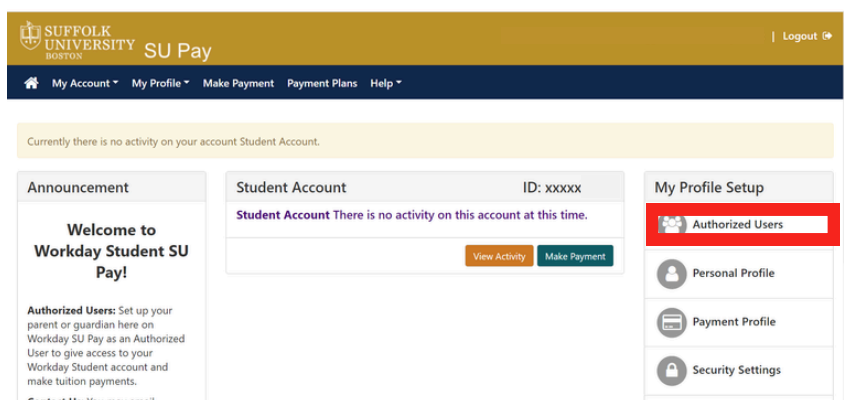
➡ Under Suggested Links select **SU Pay- Make a Payment**



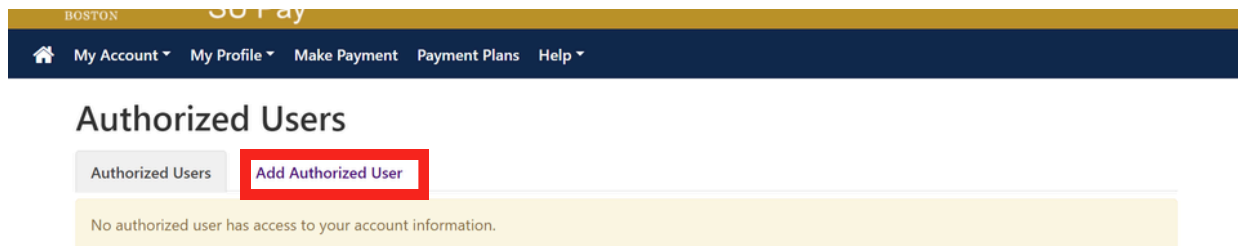
Once on the homepage of SU Pay

➡ On the right under My Profile Setup

➡ Select **Authorized Users**



Select **Add Authorized User**



BOSTON

My Account My Profile Make Payment Payment Plans Help

Authorized Users

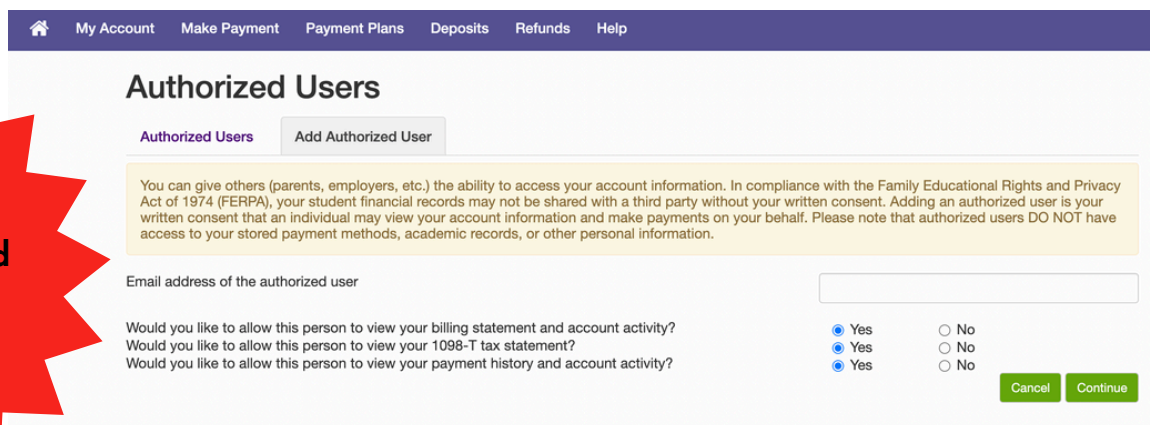
Authorized Users **Add Authorized User**

No authorized user has access to your account information.

Enter the email address of individual you would like have access to your payment portal

Note:

Students can add multiple Authorized Users to their account



My Account Make Payment Payment Plans Deposits Refunds Help

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

Cancel Continue

The new authorized user will receive two emails to create an account

The first email will say they were granted access to your student account and the second one will contain a temporary password. The temporary password expires after 24 hours.

