Authorized User Setup –TouchNet
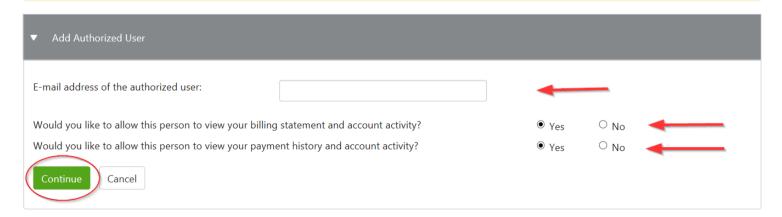
1. Login to the [Payment Portal](#) using your net ID and password.
2. From the Start page, to the right, under the "My Profile Setup", there is an option for Authorized user.
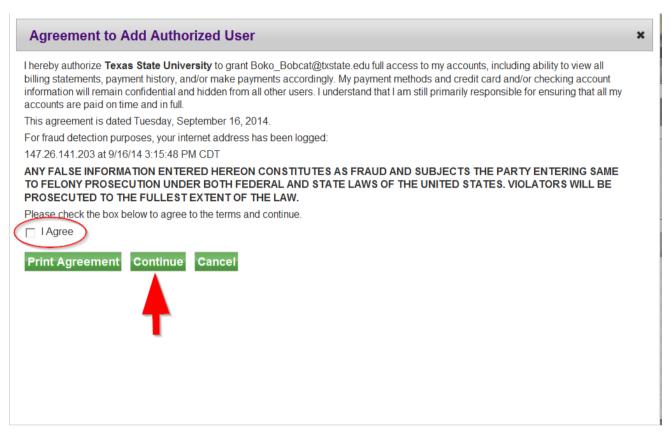

3. On the Authorized Users page, you will need to enter the users email address, and select what information they are allowed to access. Then click Continue.

4. After clicking the Continue button, you will view the authorized user agreement. Check the "I Agree" box and click Continue.

5. The person(s) you have set up will receive an e-mail once they have been set up as an Authorized User with their login and temporary password.

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. For your first login, you will use the password shown below. For security, your username for this account was sent in a previous message.

https://secure.touchnet.com/C24322_tsa/web/login.jsp

For credit/debit card payments, a convenience fee of 2.75% with a $3.00 minimum fee per transaction will be assessed. Visa credit/debit is NOW accepted.

======= ACCESS INFORMATION =======
Student Name --- [███████████] Password --- [jkhltjzvjh] ==================================

Thank You,
Texas State University
Student Business Services
Email: cashiers@txstate.edu
Phone: (512) 245-2544
Fax: (512) 245-8812
Visit our Website at: www.sbs.txstate.edu How was your online visit?
http://www.sbs.txstate.edu/surveys/sbs-customer-satisfaction1.html