

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.

The screenshot displays two main sections. On the left, the 'Student Account' section shows a balance of \$0.00 and options to 'View Activity' or 'Enroll in Payment Plan'. Below this is a 'Statements' section with a 'View' button for the latest eBill Statement. On the right, the 'My Profile Setup' section contains a list of options: 'Authorized Users' (highlighted with a red circle), 'My Payment Profile', 'Electronic Refunds', and 'Notifications'.

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.

Authorized Users

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.

▼ Add Authorized User

E-mail 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 payment history and account activity? Yes No

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

Agreement to Add Authorized User x

I hereby authorize **Texas State University** to grant Boko_Bobcat@txstate.edu 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 Tuesday, September 16, 2014.

For fraud detection purposes, your internet address has been logged:
147.26.141.203 at 9/16/14 3:15:48 PM CDT

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

Print Agreement **Continue** **Cancel**



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 --- [jkhtjzvjh] =====

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>