The Student must first log into the Bill and Payment System with their PatriotWeb Username and Password.
On the Home Page, you must click “Authorized Users” under My Profile Setup.
Click “Add authorized User” to add authorized user and to give permissions.
On this screen you may add authorized user by adding their email address.

You may choose to allow the authorized user to view:
- Your billing statement
- Your 1098-T statement
- Your payment history

You may change these at a later date.

Once done, click “Continue”.
On this screen you will agree to the terms and conditions for the authorized user.

Check the “I Agree” box and click “Continue”.

You may also print the agreement by clicking “Print Agreement”.
This is the automated email sent to the parent/guardian/payer’s email that is used.

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saccount@gmu.edu

to me

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, sign up for a payment plan, and more. For your first login, you will use the password shown below. For security, your username for this account was sent in a separate message.

Payment and payment plan instructional guides are available on the web: http://studentaccounts.gmu.edu

======= ACCESS INFORMATION ======
Student Name --- [ Name ]
Password --- [ Temporary Password ]

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To login as the Authorized User, input your email and then use the temporary password given to you by that automatic email.
You now have to set up your Authorized User account.

Please fill out the required information (indicated by the red stars).

Once done, click “Continue”, and you will then be logged into the account.
This screen is for authorized users that have access to more than one student. From here you can either click on the name of the student to access that specific account or you can click on “Pay All”.*

*Look at page 10 for the Pay All page.
If you have access to more than one student and you have clicked on their name, this is the screen that will show.*

This screen will show you which student account you are looking at and if you have more than one student, you may select the one you want to pay via the drop down on the top right.

*If you do not have access to more than one student account, you will be brought to this screen automatically.
This is the “Pay All” Screen. Here you can pay the full amount owed between 2 or more students.

If you want to only pay a certain amount, you may change the number in the box on the right hand side and indicate the amount you want to pay for each student.

Once done click ”Continue” and it will bring you to the payment section.
As a student, if you wish to change the permissions or to delete an authorized user, it may be done on this screen (the same one used for the setup). Click button under Action will display options to edit, delete, show agreement.