Authorized User Guide

Students choose the Bill + Payment for Students link below to access TouchNet Bill + Payment to enroll Authorized Users.
Enroll an Authorized User

The Student must first log into the Bill and Payment System with their NetID and Password. Using regular Single Sign on.

(TN Website)
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
- Your payment plan communications

You may change these at a later date.

Once done, click “Continue”.
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 the cogwheel under Action to display options to edit, delete, show agreement.
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 authorized user’s email that is entered by the student.

The temporary password expires within 48 hours, please complete the password reset soon after receiving the email.
Authorized Users: Choose the **Bill + Payment for Authorized Users** link below
To log in as the Authorized User, input your email and then use the temporary password given to you by that automatic email.

If your password expires or you do not receive the email, email saccount@gmu.edu and request a new temporary password.
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” (see page 14 for “Pay All” instructions).
If you have access to more than one student and you have clicked on their name, this is the screen that will show.*

*If you do not have access to more than one student account, you will be brought to this screen automatically.

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.
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 amount in the box on the right side and indicate the amount you want to pay for each student.

Once done click “Continue” to progress to the payment section.