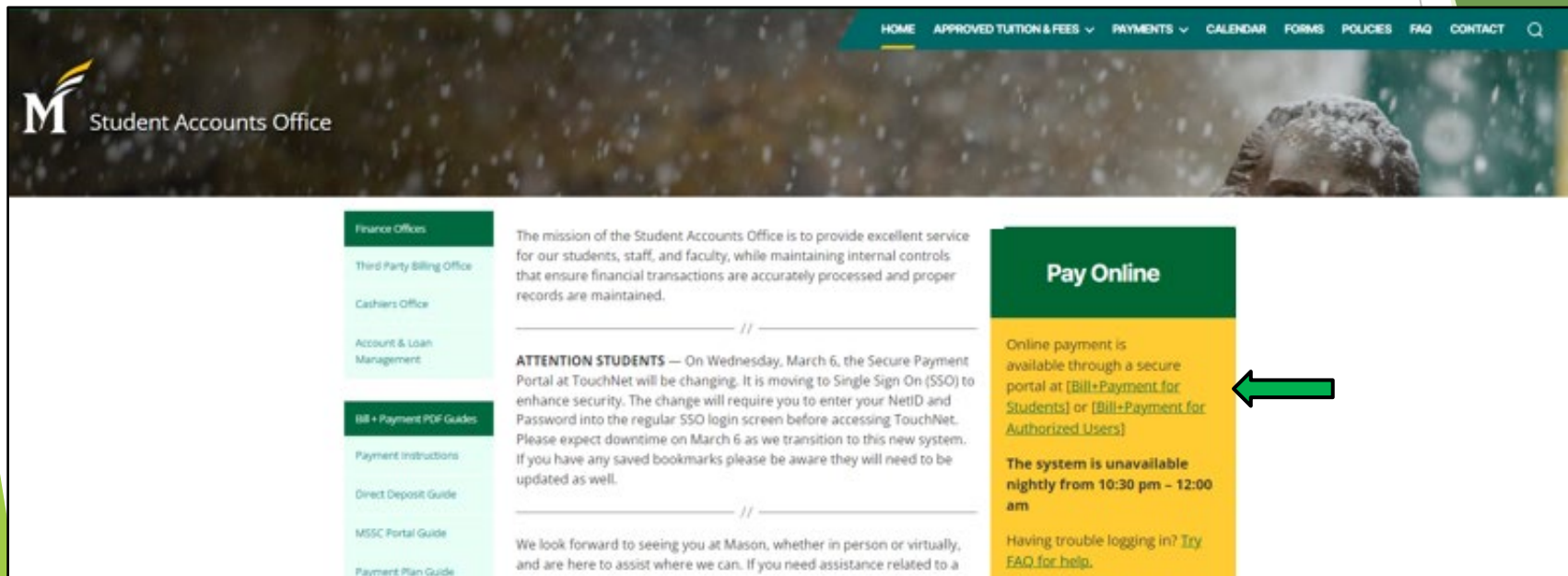


Authorized User Guide

Students choose the [Bill + Payment for Students](#) link below to access TouchNet Bill + Payment to enroll Authorized Users.



The screenshot shows the Student Accounts Office website. The header includes a navigation bar with links: HOME, APPROVED TUITION & FEES, PAYMENTS, CALENDAR, FORMS, POLICIES, FAQ, and CONTACT. The main content area features a sidebar on the left with links to Finance Offices, Third Party Billing Office, Cashiers Office, Account & Loan Management, Bill + Payment PDF Guides, Payment Instructions, Direct Deposit Guide, MSSC Portal Guide, and Payment Plan Guide. The main content area includes a mission statement, an attention notice for students regarding a system change on March 6, and a 'Pay Online' section. The 'Pay Online' section is highlighted with a green arrow and contains the following text:

Pay Online

Online payment is available through a secure portal at [\[Bill+Payment for Students\]](#) or [\[Bill+Payment for Authorized Users\]](#)

The system is unavailable nightly from 10:30 pm – 12:00 am

Having trouble logging in? Try [FAQ for help.](#)

Enroll an Authorized User



NetID

[› Forgot your password?](#)

Password

[› Need Help?](#)

☐ Don't Remember Login

Login

Copyright © George Mason University

Information Technology Services
703-993-8870
support@gmu.edu

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.

GEORGE MASON UNIVERSITY

Logged in as: [REDACTED] Logout

[My Account](#) [Make Payment](#) [Payment Plans](#) [Help](#)

Announcement

Welcome to George Mason University's Bill and Payment System.

New: User guides on making payments, payment plan set up, and establishing Authorized Users are now available on the Student Accounts Office website.

VISA, MasterCard, Discover and American Express will be accepted **online only**, and a **2.85 percent convenience fee** will apply. Electronic check payments may be made without a fee.

Important for credit card payers: Please ensure that your credit card payments do not exceed your transaction limit. If you receive the warning 'A system error occurred, please try again later' message, do NOT reattempt the transaction until you contact your financial institution.

System Availability Note: Our system is **unavailable** daily from 10:30 PM to 1:00 AM and **Sundays** from 7:00 AM to 11:15 AM (U.S. Eastern Time Zone) for maintenance.

Need to make an international payment?
International Students please pay with Flywire

Student Account

ID: xxxxx

Balance **\$5,612.25**

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

Statements

Your latest eBill Statement (6/15/18) Statement: **\$5,000.00** [View](#)

My Profile Setup

- [Authorized Users](#)
- [Personal Profile](#)
- [Payment Profile](#)
- [Consents and Agreements](#)

Term Balances

Spring 2019	\$5,612.25
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Click “Add authorized User” to add authorized user and to give permissions.

GEORGE MASON UNIVERSITY

Logged in as: [redacted] Logout

My Account Make Payment Payment Plans Help My Profile

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](#)

Secured by touchnet

On this screen you may add authorized user by adding their email address.

GEORGE MASON UNIVERSITY

Logged in as: [redacted] | Logout

My Account | **My Profile** | Make Payment | Payment Plans | 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 requires 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

Would you like to allow this person to receive your payment plan communications? ☒ Yes ☐ No

Privacy Statement | Student Accounts

Student Accounts | 4400 University Drive, MS 2E2 | Fairfax, Virginia 22030
© 2023 George Mason University

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.

GEORGE MASON UNIVERSITY

Logged in as: [redacted] | Logout

My Account Make Payment Payment Plans Help My Profile

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.

Authorized Users [Add Authorized User](#)

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name	Email address	Action

Secured by touchnet

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”.

Agreement to Add Authorized User

I hereby authorize **George Mason University** to grant **example@mail.com** 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 Friday, January 11, 2019.

For fraud detection purposes, your internet address has been logged:
129.174.53.130 at 1/11/19 3:39:41 PM CST

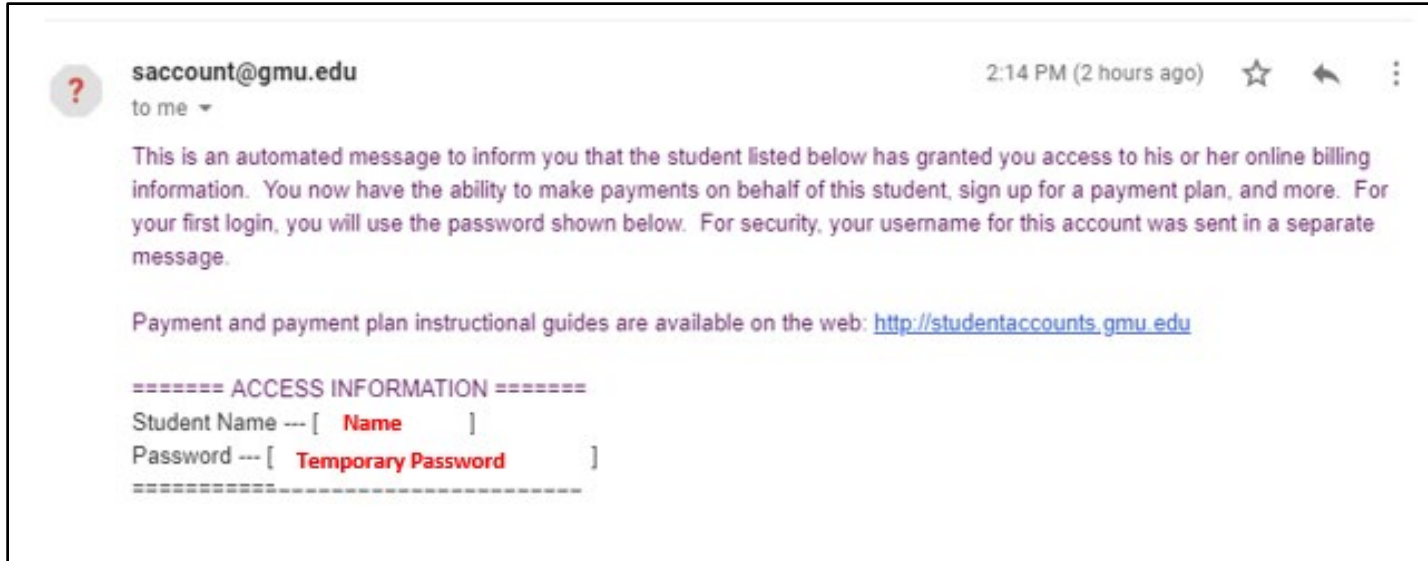
Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

☐ I Agree

Cancel Print Agreement Continue

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

Student Accounts Office

HOME APPROVED TUITION & FEES PAYMENTS CALENDAR FORMS POLICIES FAQ CONTACT

Finance Offices

- Third Party Billing Office
- Cashiers Office
- Account & Loan Management

Bill + Payment PDF Guides

- Payment Instructions
- Direct Deposit Guide
- MSSC Portal Guide
- Payment Plan Guide

The mission of the Student Accounts Office is to provide excellent service for our students, staff, and faculty, while maintaining internal controls that ensure financial transactions are accurately processed and proper records are maintained.

ATTENTION STUDENTS — On Wednesday, March 6, the Secure Payment Portal at TouchNet will be changing. It is moving to Single Sign On (SSO) to enhance security. The change will require you to enter your NetID and Password into the regular SSO login screen before accessing TouchNet. Please expect downtime on March 6 as we transition to this new system. If you have any saved bookmarks please be aware they will need to be updated as well.

Pay Online


Online payment is available through a secure portal at [\[Bill+Payment for Students\]](#) or [\[Bill+Payment for Authorized Users\]](#)

The system is unavailable nightly from 10:30 pm – 12:00 am

Having trouble logging in? [Try FAQ for help.](#)

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.



TouchNet Login Page

Authorized User ←

Welcome to George Mason University Student Account Suite. This service lets students and their families view bills, make payments, and manage the student account.

ATTENTION STUDENTS — This login portal is only for Authorized User accounts. For student login to the George Mason University Student Account Suite please use:
https://secure.touchnet.com/C20788_tsa/web/caslogin.jsp

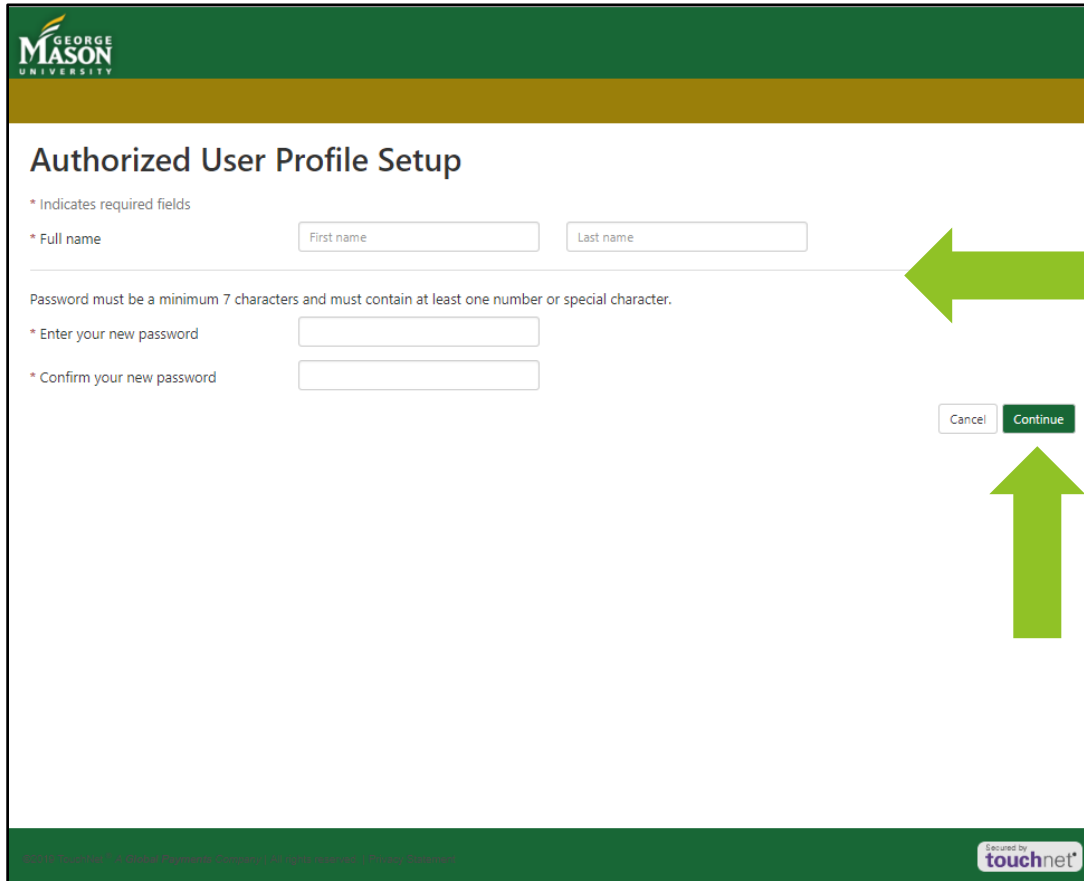
Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

E-Billing

- View and print your billing statement.

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.



The screenshot shows the 'Authorized User Profile Setup' form for George Mason University. The form includes fields for 'First name' and 'Last name' (both marked with red stars), a password field (marked with a red star), and a 'Confirm your new password' field (marked with a red star). A green arrow points to the 'First name' and 'Last name' fields, and another green arrow points to the 'Continue' button. The form also includes a 'Cancel' button and a 'touchnet' logo at the bottom right.

GEORGE MASON UNIVERSITY

Authorized User Profile Setup

* Indicates required fields

* Full name

Password must be a minimum 7 characters and must contain at least one number or special character.

* Enter your new password

* Confirm your new password

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Secured by **touchnet®**

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).

GEORGE MASON UNIVERSITY Logged in [redacted] Logout

Select Student

Student Account

Select Student Account

You are authorized to view billing information for more than one student. Please select a student by clicking on the name. You can change your selection later from the 'Select Student' tab.

Student Name	Mason Username	E-mail Address
Student One	Student One G- Number	XXXXX@gmu.edu
Student Two	Student Two G- Number	XXXXX@gmu.edu

Pay All

touchnet

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.

GEORGE MASON UNIVERSITY

Logged in as: Authorized User | Logout
Student Account: Student

My Account Make Payment Payment Plans Help Select Student

Announcement

Welcome to George Mason University's Bill and Payment System.

New: User guides on making payments, payment plan set up and establishing Authorized are now available on the Accounts Office web

VISA, MasterCard and American Express are accepted online, and a 2.75 percent convenience fee will apply. Electronic check payments may be made without a fee.

Important for credit card payers: Please ensure that your credit card payments do not exceed your transaction limit. If you receive the warning 'A system error occurred, please try again later' message, do NOT reattempt the transaction until you contact your financial institution.

System Availability Note: Our system is unavailable daily from 10:30 PM to 1:00 AM and Sundays from 7:00 AM to 11:15 AM (U.S. Eastern Time Zone) for maintenance.

Need to make an international payment? PAY NOW WITH FLYWIRE

Student Account ID: xxxxxxxx

Balance \$6,658.00

Make Payment View Activity

Statements

Your latest eBill Statement Statement (12/19/16) - \$392.00 View

Term Balances

Fall 2017 \$6,658.00

My Profile

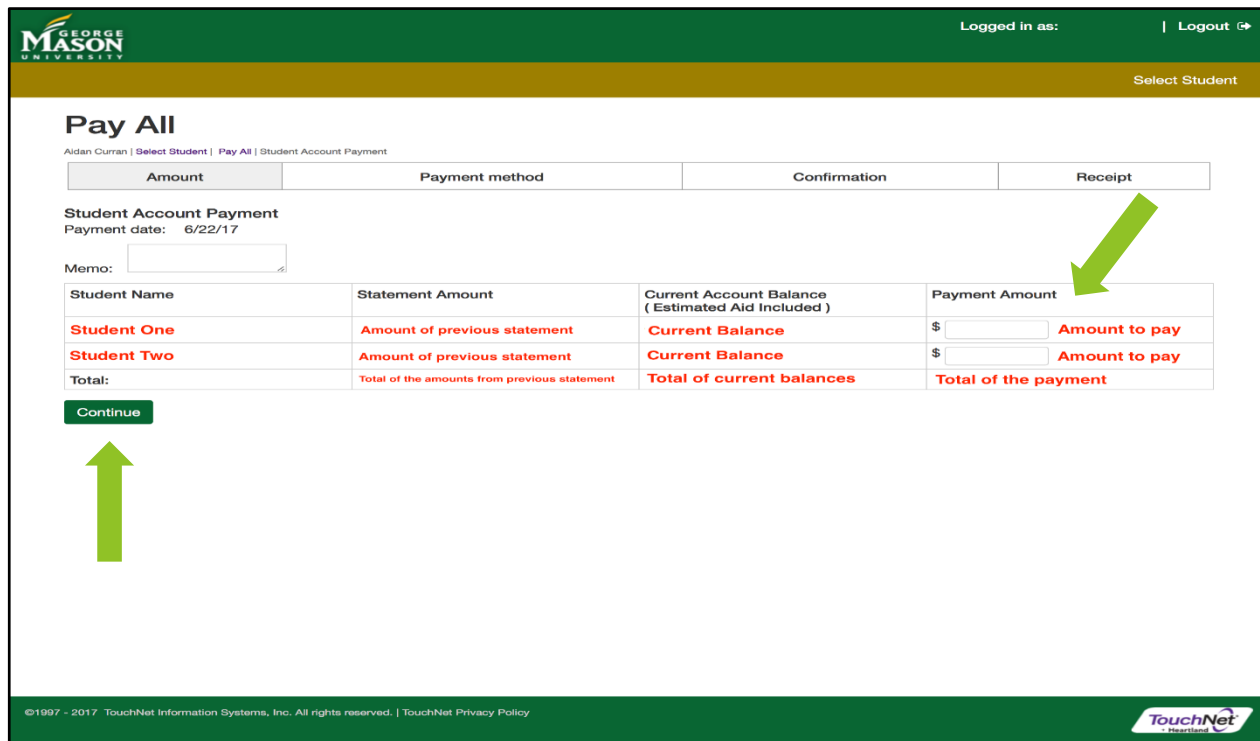
Pay All Student One Student Two

Personal Profile

My Payment Profile

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.



GEORGE MASON UNIVERSITY Logged in as: | Logout

Select Student

Pay All

Aidan Curran | Select Student | Pay All | Student Account Payment

Amount	Payment method	Confirmation	Receipt
--------	----------------	--------------	---------

Student Account Payment
Payment date: 6/22/17

Memo:

Student Name	Statement Amount	Current Account Balance (Estimated Aid Included)	Payment Amount
Student One	Amount of previous statement	Current Balance	\$ <input type="text"/> Amount to pay
Student Two	Amount of previous statement	Current Balance	\$ <input type="text"/> Amount to pay
Total:	Total of the amounts from previous statement	Total of current balances	Total of the payment

Continue

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TouchNet

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.

See payment guide for instructions on how to make a payment.
<https://studentaccounts.gmu.edu/wp-content/uploads/PaymentInstruction.pdf>