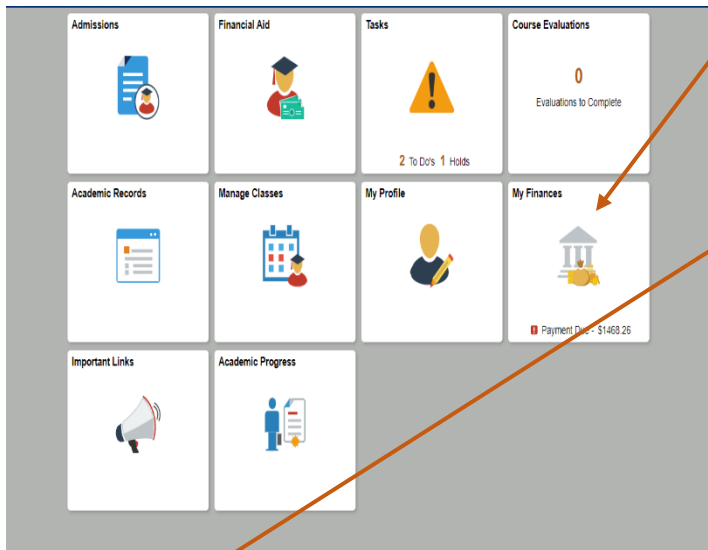


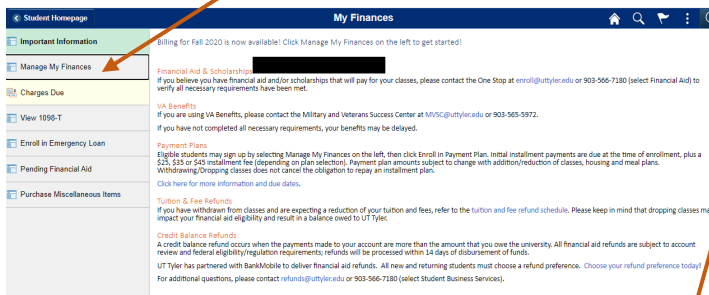
# Adding an Authorized User



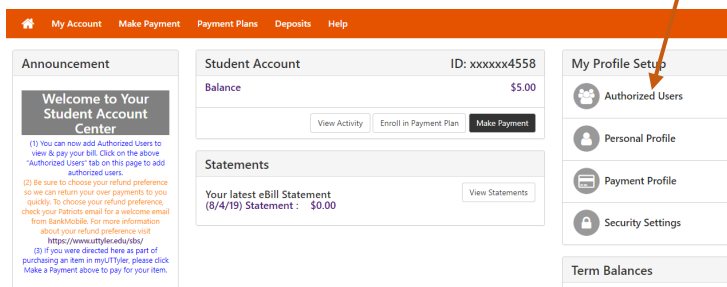
When in your MyUTTyler Student Homepage, select the My Finances tile.

On the left-hand menu select “Manage My Finances”

- Your Payment Portal will open in a separate window. You may be asked to sign in again.



On the right-hand menu under My Profile Setup, select “Authorized users”



## 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 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.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?  
Would you like to allow this person to view your payment history and account activity?

☒ Yes ☐ No  
☒ Yes ☐ No

Cancel Continue

Select "Add Authorized User" at the top of the section.

Enter your authorized users personal email address. They will receive a login email to this address and use this email as their login for your payment portal.

Select the level of authorization you would like to allow. You can give them access to view only billing statements /only payment history/ both.

Select "Continue" to move forward.

An agreement should display, read through the information and select the check box next to the statement "I Agree".

Select "Continue" to complete this addition.

### Agreement to Add Authorized User

I hereby authorize **The University of Texas at Tyler** to grant [redacted]@uttyler.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 10/19/2020 10:22:37 AM CDT.

For fraud detection purposes, your internet address has been logged:  
129.114.244.44 at 10/19/2020 10:22:37 AM 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

Cancel Print Agreement Continue

Your representative is now added to the payment portal as an authorized user. You can edit the user's information by selecting the actions key.

You can remove the user's access at any time by selecting actions and delete.

## Authorized Users

Thank you. We have sent an e-mail to apierce@uttyler.edu with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.

Authorized Users Add Authorized User

Full name	Email address	Action
	[redacted]@uttyler.edu	<div> Edit Delete Show Agreement </div>