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”
• 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.

• 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.