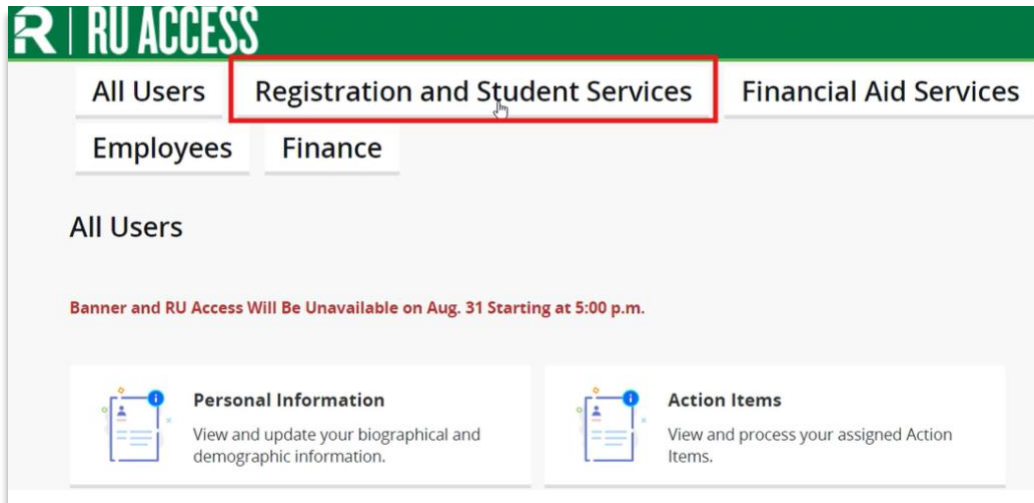


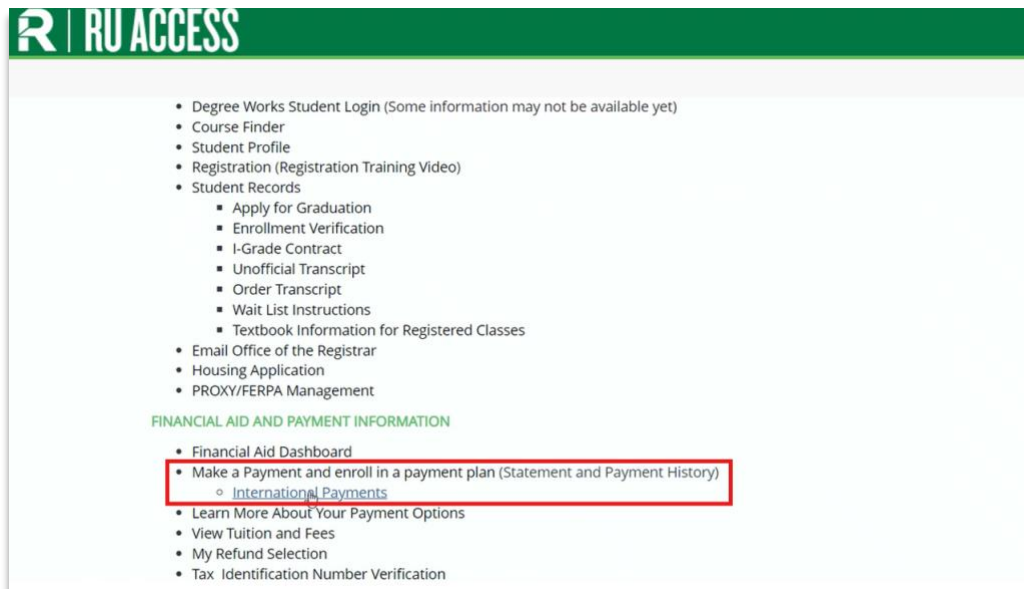
# How to Add an Authorized User

## Step 1: Student - Access the PayMyTuition portal

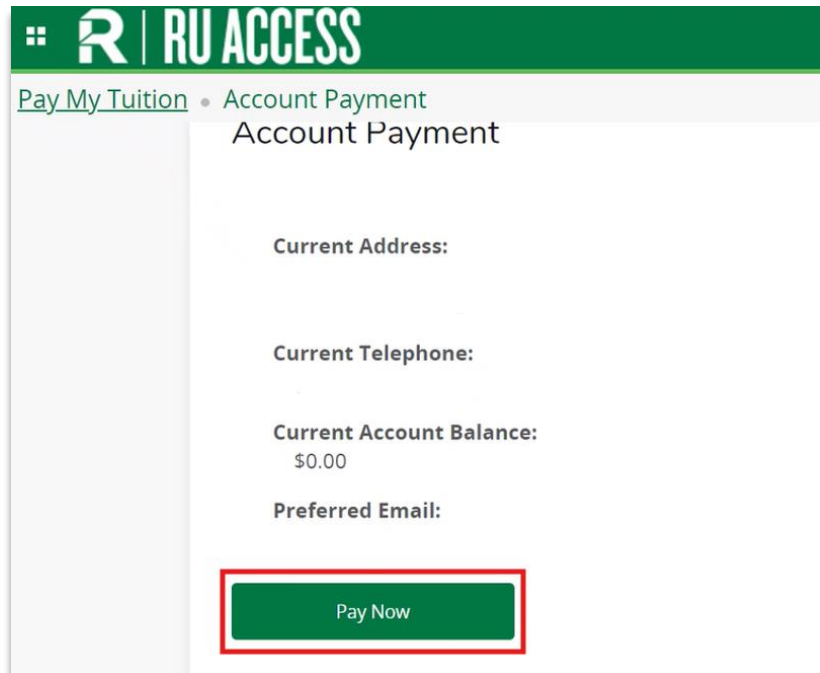
Log into your [RUAccess](#) portal and select the “**Registration and Other Student Services**” tab:



Under the section “**Financial Aid and Payment Information**” select the “**International Payments**” link:

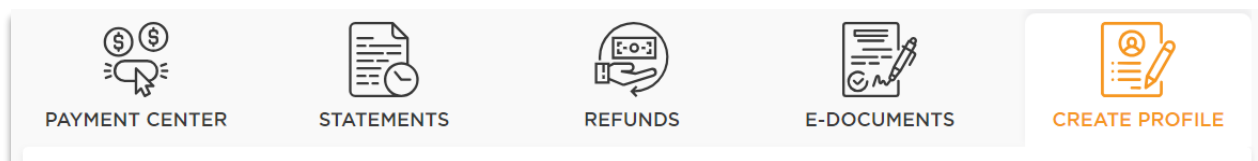


Next, click on the “Pay Now” button to be redirected to the **PayMyTuition** portal:



## Step 2: Student - Register for an Account with PayMyTuition

Upon redirecting into the PayMyTuition portal, select “**Create a Profile**” and click the “**Register**” button.



Click on the register button below to setup your profile. You will be able to update your information prior to setting up your profile.

REGISTER

Complete your profile information and click “**Create an Account.**”

**LOGIN/SIGN UP** ×

[Log in](#) | [Sign up](#)

**First Name**

**Last Name**

**Email address**

**Phone Number**

**Password**

**Confirm password**

No Do you want to enable 2 factor authentication?

**CREATE AN ACCOUNT**

Already have an account?  
[Log in now](#)

Be on the lookout for an email from PayMyTuition confirming your profile has been created.

### Step 3: Student – Add an Authorized User

Within the PayMyTuition portal, login to your PayMyTuition account.

Select the “**Authorized Users**” tab and click the “**Add New**” button.

**PAYMENT CENTER**    **STATEMENTS**    **REFUNDS**    **MY PROFILE**    **AUTHORIZED USERS**

**Authorized users list** ADD NEW

Name	Phone Number	Email Address	Status	Action
Parent A	8798898888	Parenta111@gmail.com	Pending	

Input your authorized user information. Remember to enable the correct permissions for your authorized user.

### ADD AUTHORIZED USER ✕

**First Name**

**Last Name**

**Email Address**

**Phone Number**

Would you like to allow this person to view your payment history and account activity?  No

Would you like to allow this authorized user to view all transactions?  No

[CANCEL](#) [ADD](#)

Once you have completed the form, click **“Add”**. Your authorized user will receive an email from PayMyTuition requesting they register as a user.

Within the Action column, you can view the status of your request, edit authorized user details, delete the authorized user from your account, and resend the email link for registration.

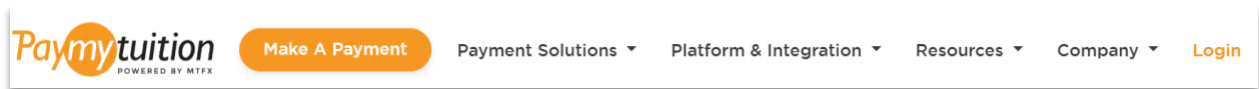
Authorized users list <a href="#">ADD NEW</a>				
Name	Phone Number	Email Address	Status	Action
Carla Alegre	4164665555	test@gmailllllll.com	Pending	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Resend</a>

## Step 4: Authorized User – Complete Your Account Registration

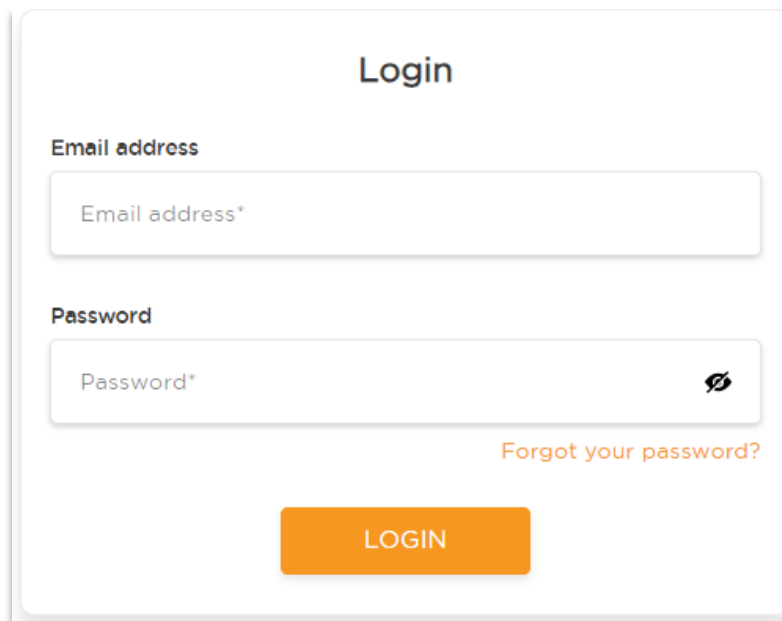
You will receive an email from PayMyTuition with a request to register for an account. **Click on the link within the email** to complete your account setup.

## Step 5: Authorized User – Access Your PayMyTuition Account

To access your PayMyTuition account as an Authorized User, visit [www.paymytuition.com](http://www.paymytuition.com) and select Login from the top of the screen:



Input your email address and password and click Login to access the students' Payment Center to action on payments:

The image shows a login form titled "Login". It contains two input fields: "Email address" with a placeholder "Email address\*" and "Password" with a placeholder "Password\*" and a toggle icon. Below the password field is a link "Forgot your password?". At the bottom of the form is an orange button labeled "LOGIN".