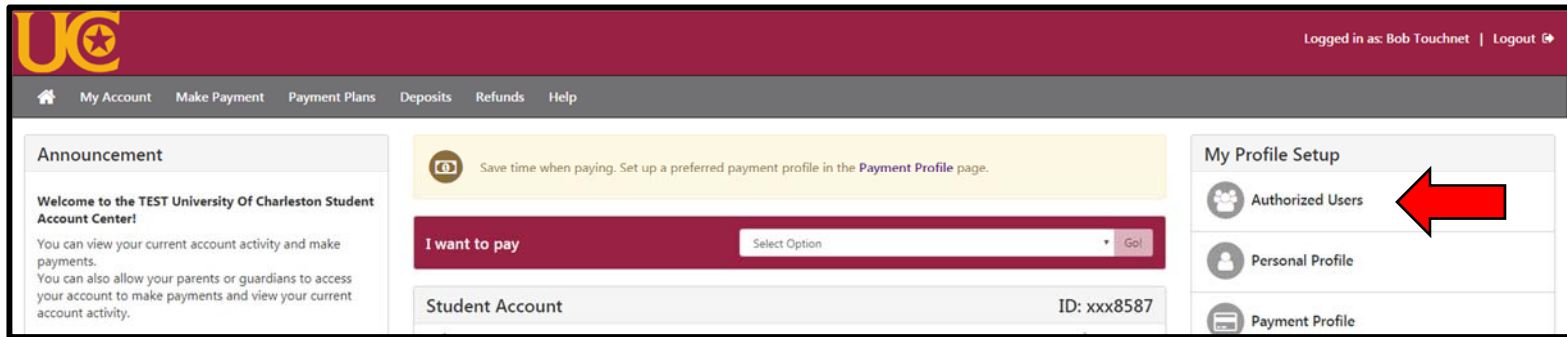


Creating & Modifying Proxy Users

Some students may wish to grant their parents or guardians access to the updated payment portal. **Please be aware that if you have already setup a proxy user to view your Self Service account, you will still need to grant access to them in the updated payment portal.**

Once you have navigated to the payment portal, you will choose **Authorized Users** on the right:



Choose **Add Authorized User**:

A screenshot of the 'Authorized Users' page. At the top, there are two tabs: 'Authorized Users' and 'Add Authorized User'. A red arrow points to the 'Add Authorized User' tab. Below the tabs is a yellow informational box about FERPA and authorized users. Underneath, there is a form with a text input field for 'Email address of the authorized user'. Below that are two questions with radio button options: 'Would you like to allow this person to view your billing statement and account activity?' and 'Would you like to allow this person to view your payment history and account activity?'. Each question has 'Yes' and 'No' options. At the bottom right are 'Cancel' and 'Continue' buttons.

Enter the email address of the individual for which you are granting access.

If you want this individual to view your account statement and all account history (charges and financial aid posted to your student account), choose Yes for the first option.

If you want this individual to view payment history of all payments made to your account, and also account history, choose Yes for the second option.

Once you select **Continue**, the following agreement will show. You must select the box by **I Agree** to continue. Once you continue, that individual will receive 2 emails. The first email contains the link that will take them to the Authorized User login. The second email contains the temporary password needed to login.

Agreement to Add Authorized User

I hereby authorize **University of Charleston** to grant TEST@ucwv.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 10/17/2019 1:32:14 PM EDT.

For fraud detection purposes, your internet address has been logged:

216.30.201.152 at 10/17/2019 1:32:14 PM EDT

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

Once they have completed their setup, you will be able to see them listed under **Authorized Users**:

Authorized Users		
Authorized Users		Add Authorized User
Full name	Email address	Action
Jane Smith	billpayment@ucwv.edu	⚙

If you wish to change their permissions, click on the cog under **Action**, then select **Edit**. If you wish to delete the user so that they no longer have access to the payment portal, select **Delete**. The user will receive an email notification that their access has been revoked. **(It is important to note that revoking access to the payment portal does NOT revoke their access to your Self Service account if you have also granted access there.)**

Authorized Users

Authorized Users

Add Authorized User

Full name	Email address	Action
Jane Smith	billpayment@ucwv.edu	⚙ Edit Delete Show Agreement