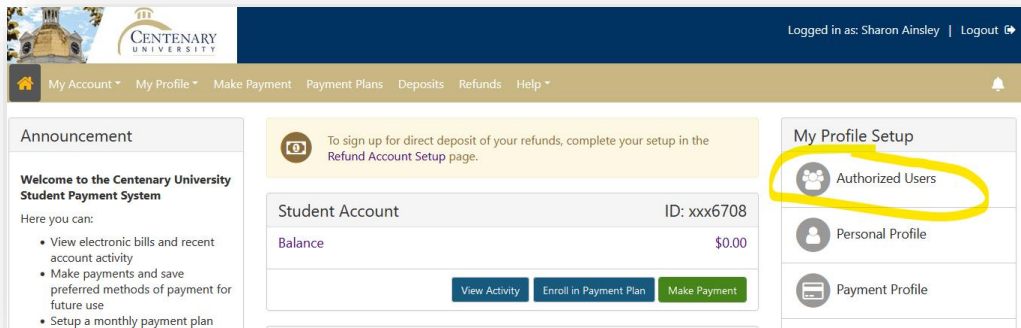




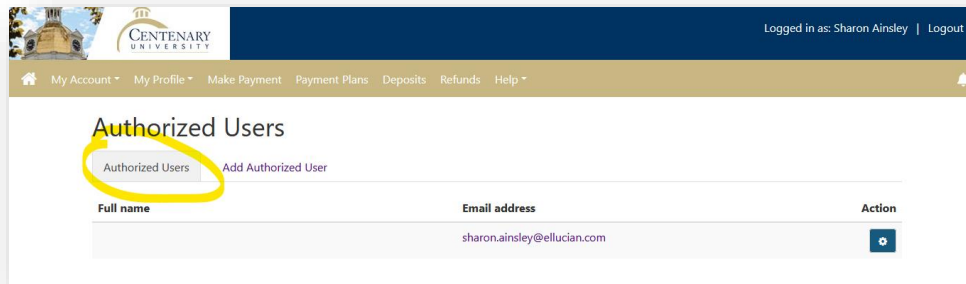
# Office of Information Technology

## Adding Authorized Users to the New Payment Center

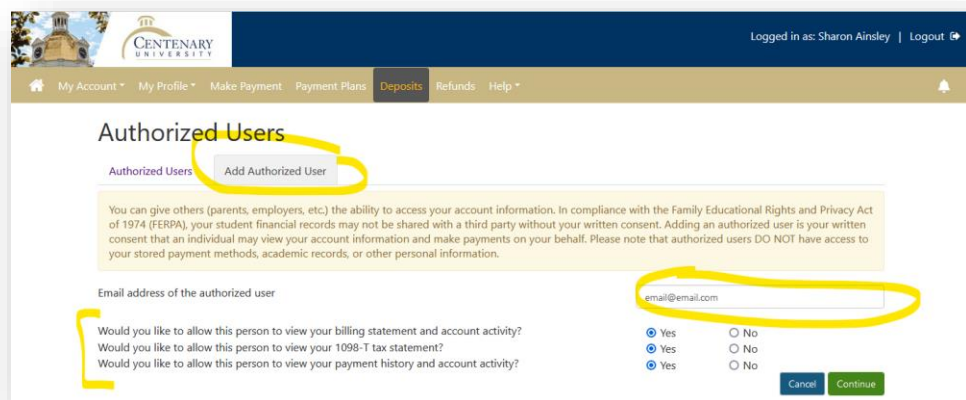
1. Students must authorize access to their Student Account in the Touchnet portal. This can be done by using the **'Authorized Users'** link on the right side of the Touchnet Payment Center home screen.



2. Existing authorized users will be list on the main tab.



3. Click to the **'Add Authorized User'** tab to add new users.  
Enter the email address of the new authorized user and answer the questions, then click the **Continue Button**.





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- An agreement page will display. You should read this agreement and click the 'I Agree' checkbox. Use the green 'Continue' button to confirm. This will send a confirmation to the email you entered with instructions for your authorized user to access your account.

A screenshot of a web browser dialog box titled "Agreement to Add Authorized User". The dialog contains the following text:

I hereby authorize **Centenary University** to grant sharon.ainsley@ellucian.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.

Access to my accounts also includes the ability to :

- View my 1098-T tax statement

This agreement is dated 11/04/2022 8:45:22 AM EDT.

For fraud detection purposes, your internet address has been logged:  
50.29.183.233 at 11/04/2022 8:45:22 AM 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

At the bottom right of the dialog are three buttons: "Cancel", "Print Agreement", and "Continue". The "Continue" button is highlighted with a yellow circle.

- Your authorized user should follow all instructions provided in the confirmation email to set up their account access. Once these steps have been completed, they may log into the TouchnNet Payment Center at [https://secure.touchnet.net/C20687\\_tsa/web/login.jsp](https://secure.touchnet.net/C20687_tsa/web/login.jsp)