



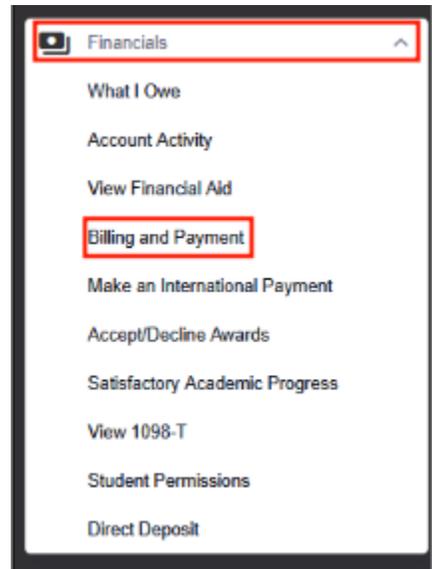
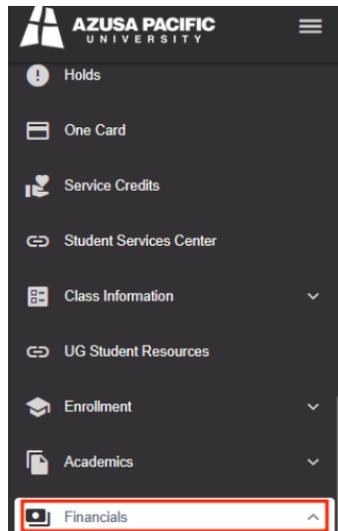
Azusa Pacific University's PayMyTuition How To Add an Authorized User

Step 1: Student Instructions – Access the PayMyTuition Payment Center

Portal Login: Log in to the [APU Student Portal](#) using your APU NetID

Navigation: Once you are signed in, open the navigation panel on the left-hand side and click the 'Financials' button.

Redirect: Next, select 'Billing and Payment' to be redirected to the PayMyTuition portal.



Step 2: Student Instructions – 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.



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

LOGIN/SIGN UP ×

Log in | Sign up

<p>First Name</p> <input type="text" value="John"/>	<p>Last Name</p> <input type="text" value="Smith"/>
<p>Email address</p> <input type="text" value="johnsmith@outlook.com"/>	<p>Phone Number</p> <input type="text" value="000000000"/>
<p>Password</p> <input type="password" value="Password*"/>	<p>Confirm password</p> <input type="password" value="Confirm password*"/>

No Do you want to enable 2 factor authentication?

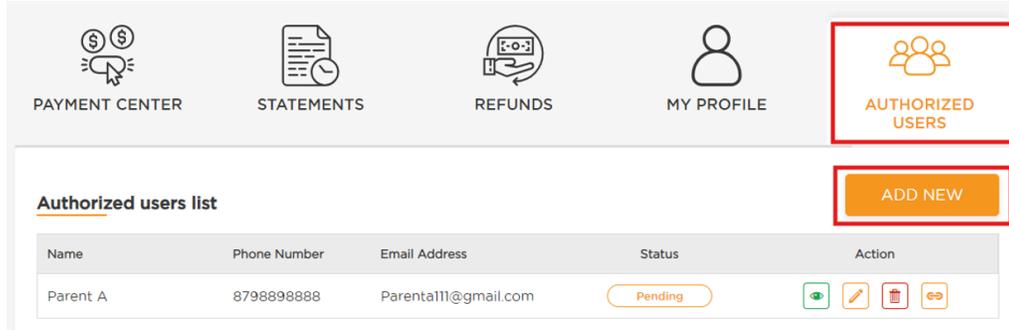
CREATE AN ACCOUNT

Check for an email from PayMyTuition confirming your profile has been created.

Step 3: Student Instructions – Register an Authorized User

Within the PayMyTuition portal, log in to your PayMyTuition account.

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

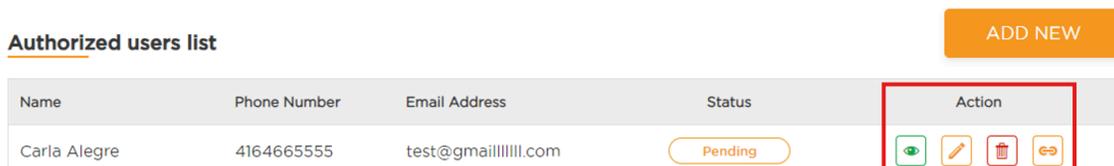


Input your authorized users' information. Remember to enable the correct permissions for your authorized user.

The form is titled 'ADD AUTHORIZED USER' and has a close button (X) in the top right. It contains four input fields: 'First Name' (placeholder: First name*), 'Last Name' (placeholder: Last name*), 'Email Address' (placeholder: Email address*), and 'Phone Number' (placeholder: Phone number*). Below these fields are two permission questions, each with a 'No' radio button: 'Would you like to allow this person to view your payment history and account activity?' and 'Would you like to allow this authorized user to view all transactions?'. At the bottom, there are 'CANCEL' and 'ADD' buttons.

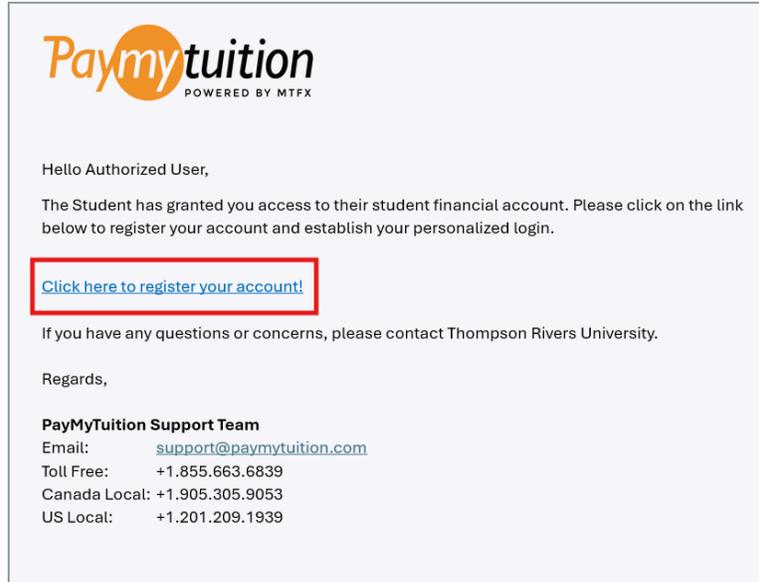
Once you have completed the form, click “Add”. Your authorized user will receive an email from PayMyTuition requesting that they register as a user.

Tip: Within the “Action” column of your Authorized user list, 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.



Step 4: Authorized User Instructions – 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 Instructions – Accessing your PayMyTuition Account

To access your PayMyTuition account as an Authorized User, visit 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.

Login

Email address

Password

[Forgot your password?](#)

[LOGIN](#)