



## What is an Authorized User in TouchNet?

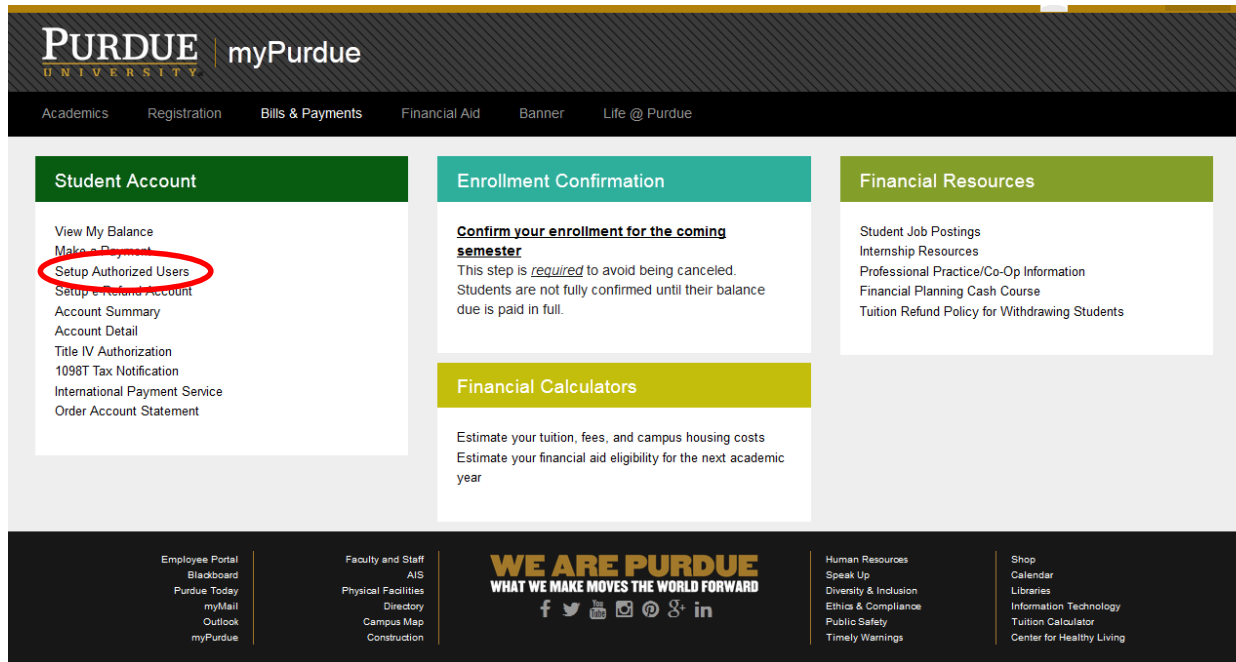
A student may authorize others, (parents, guardians, employers, etc.) to view billing information and/or pay bills on his or her behalf. Please note that authorized users **do not** have access to your stored payment methods, academic records, or other personal information.

## How do I add an Authorized User to my account?

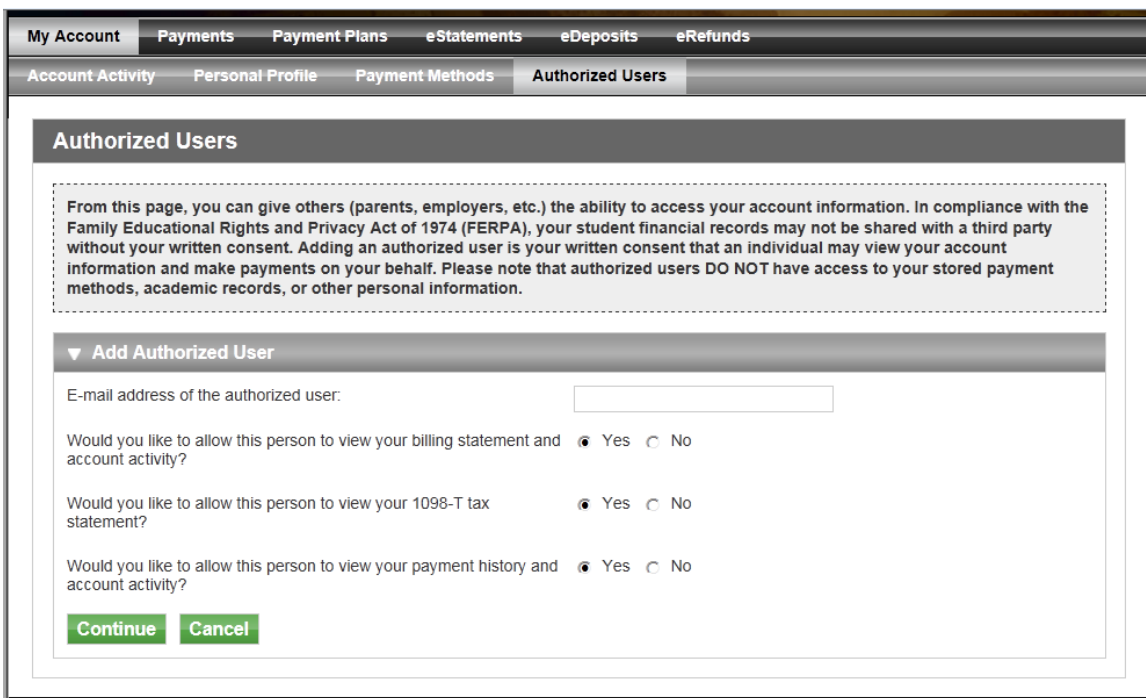
- Using your Purdue career account user name and password, login to **myPurdue** at <https://mypurdue.purdue.edu>.

- Click on the **Bills & Payments** tab.

Click on the **Setup Authorized Users** link.



- The TouchNet payment portal will open. Under 'My Account', click 'Authorized Users' on the toolbar.



- Enter the authorized user's **E-mail Address**.
- Click **Yes** if you want to authorize the user to view your billing statement.
- Click **Yes** if you want to authorize the user to view your 1098-T tax statement. \*\*Note: this has to do with taxes
- Click **Yes** if you want to authorize the user to view your payment history.
- Click the **Continue** button.

- Read the Authorization Agreement.
- Check the **I Agree** checkbox if you agree to the terms.
- Click the **Continue** button.

- The next screen confirms that the user has been added to your list of authorized users.

**Note:** Click **Edit** to change information for a specific authorized user.  
Click **Delete** to remove a specific authorized user.

### Authorized Users

Thank you. We have sent an e-mail to [PurduePete@purdue.edu](mailto:PurduePete@purdue.edu) with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided. (Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ **Current Authorized Users**

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Full name:	E-mail address:	Action
	<a href="mailto:PurduePete@purdue.edu">PurduePete@purdue.edu</a>	<a href="#">Edit</a>   <a href="#">Delete</a>

▶ **Add Authorized User**

- When you are finished conducting business in TouchNet, click on the **Log Out** link in the upper right-hand corner of the screen.

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