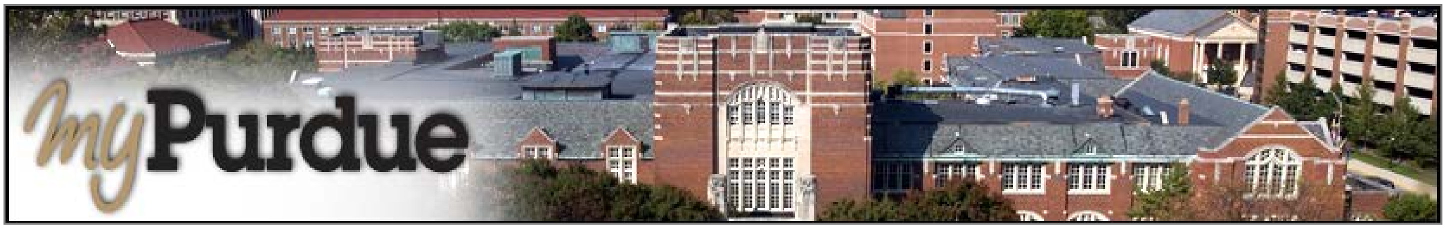
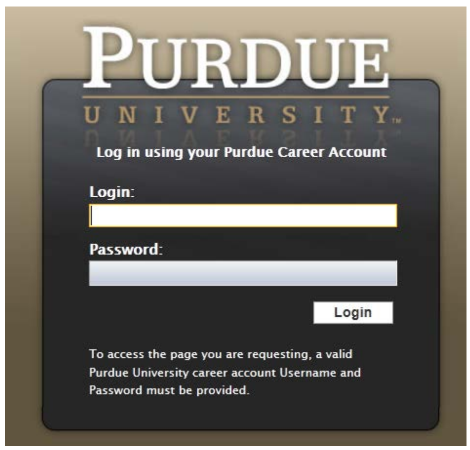


What is an Authorized User in TouchNet?

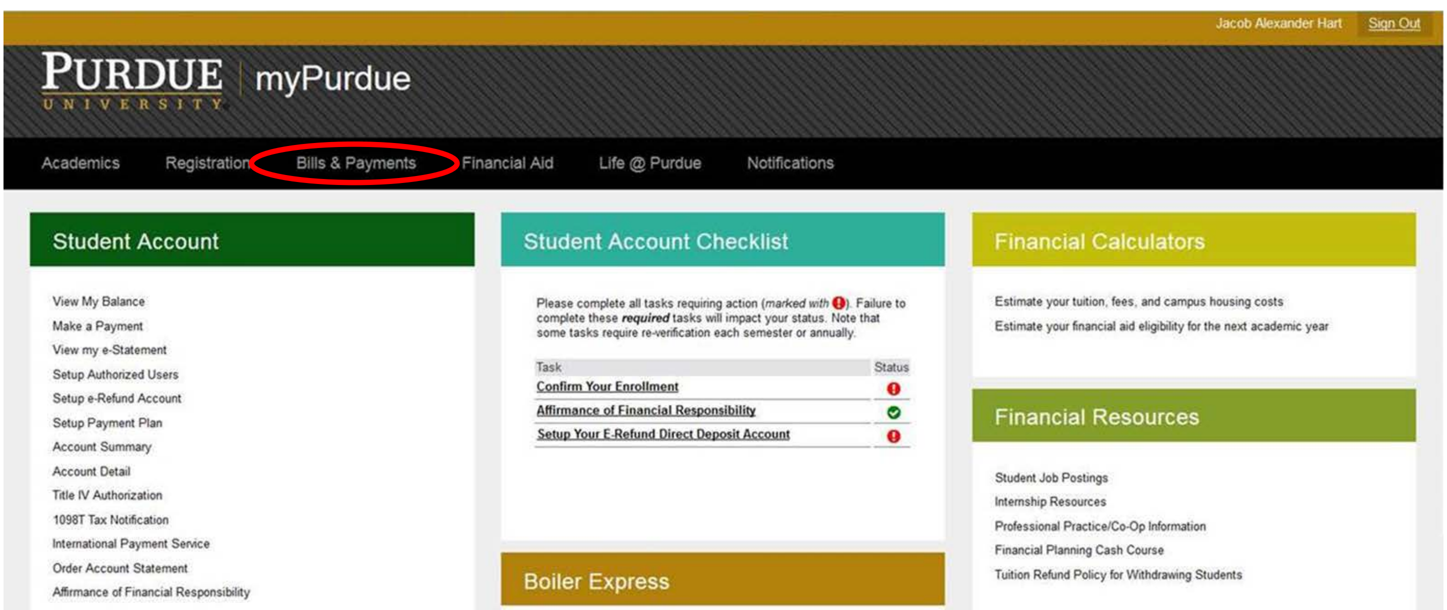
A student may authorize others, (parents, guardians, employers, etc.) to view billing information and/or pay bills on his or her behalf. Please note that authorized users **do not** have access to your stored payment methods, academic records, or other personal information.

How do I add an Authorized User to my account?

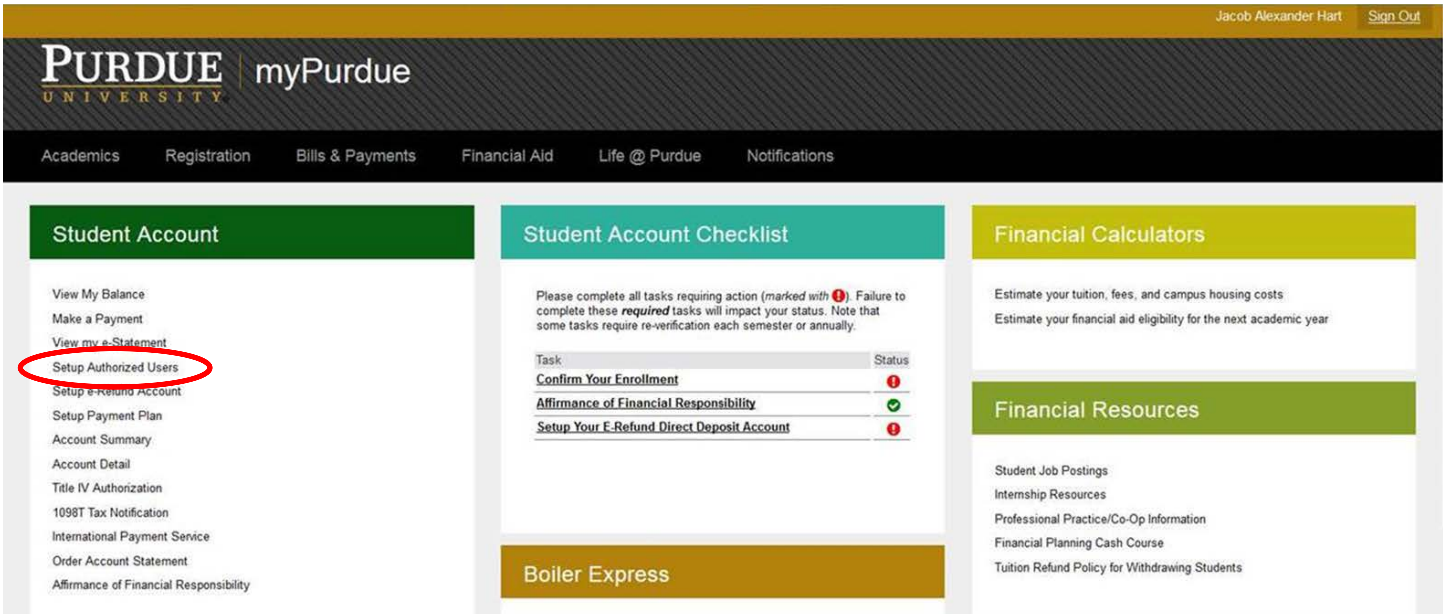
- Using your Purdue career account user name and password, login to ***myPurdue*** at https://mypurdue.purdue.edu.



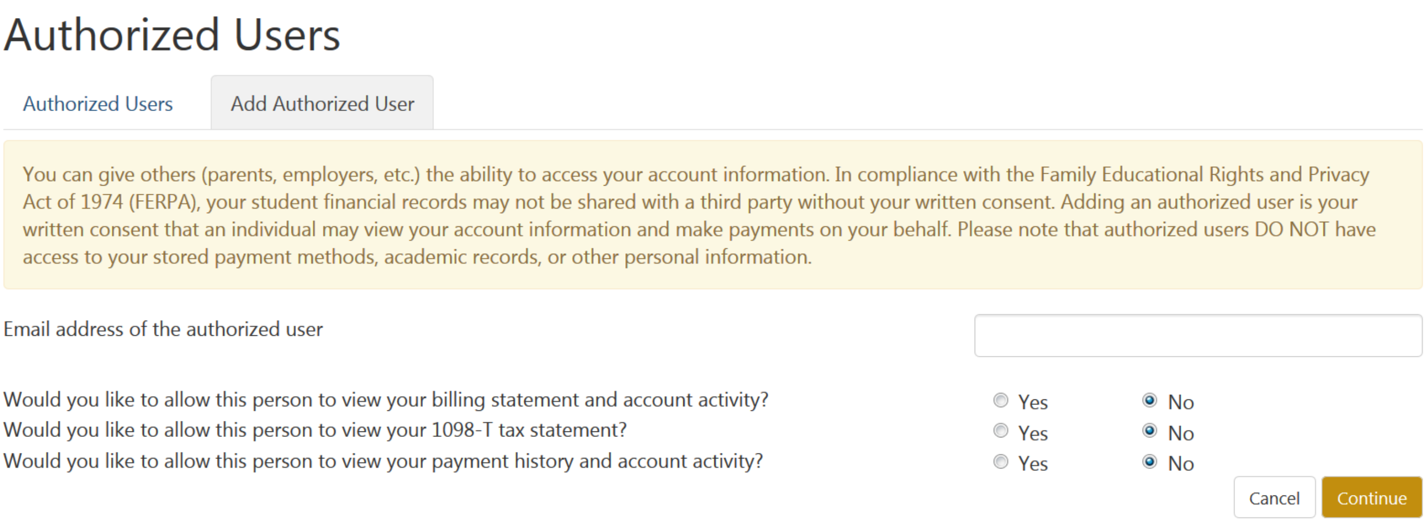
- Click on the **Bills & Payments** tab.



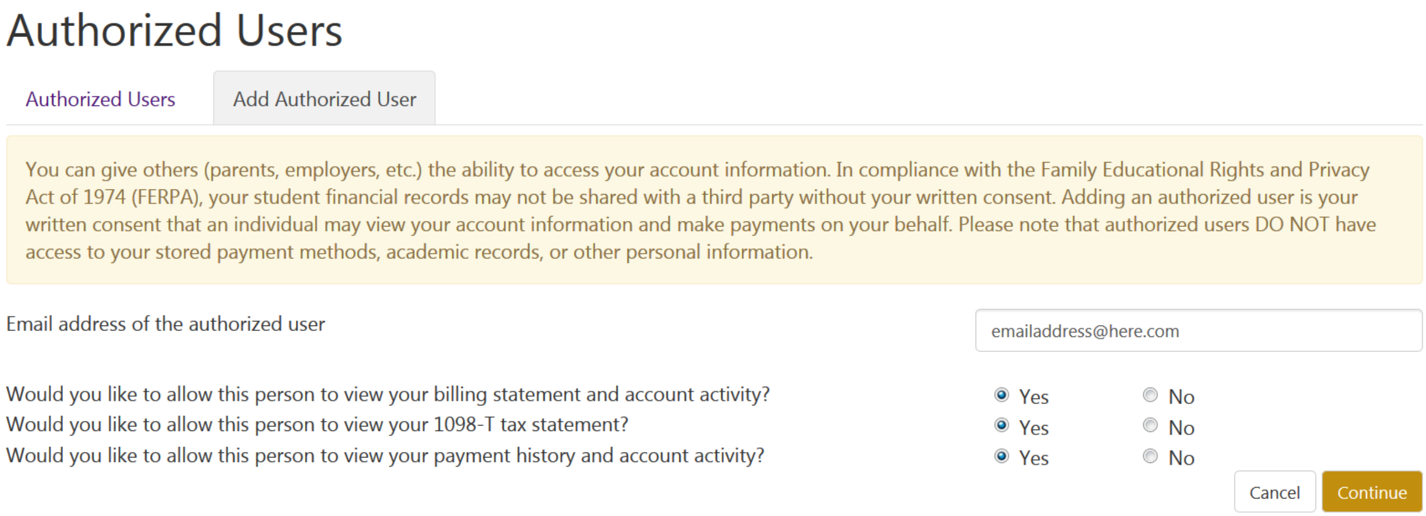
Click on the **Setup Authorized Users** link.



- 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 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.



Authorized Users

Authorized Users | Add Authorized User

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.

Email address of the authorized user — emailaddress@here.com

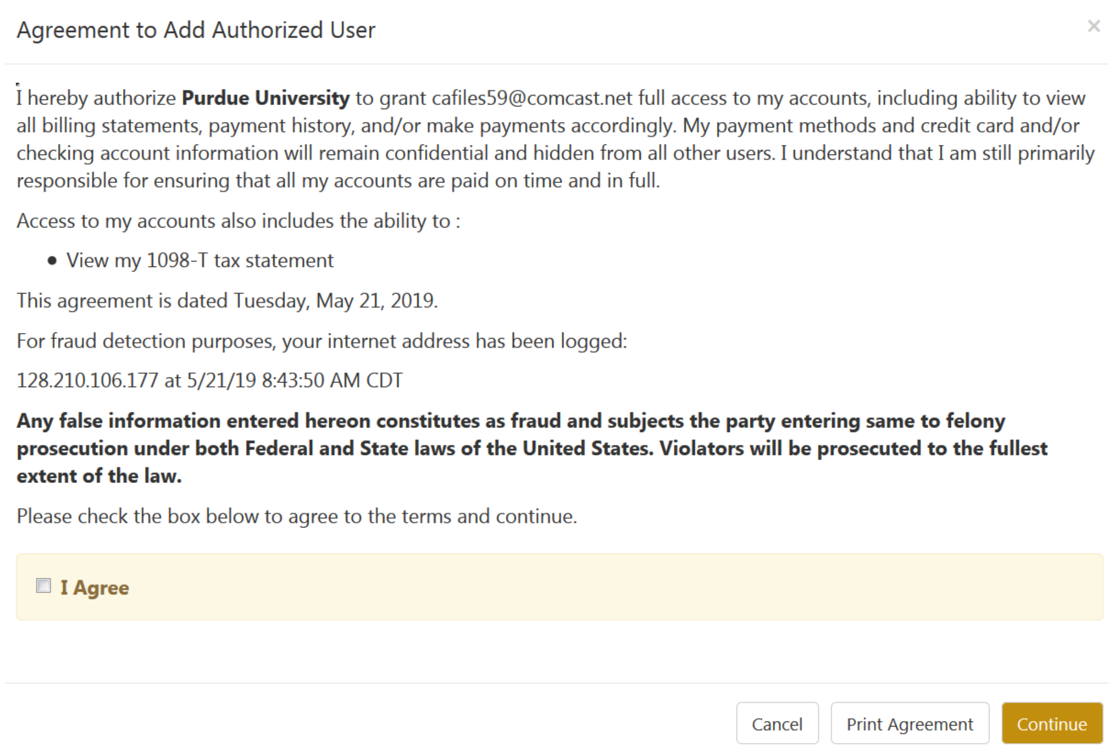
Would you like to allow this person to view your billing statement and account activity? Yes No

Would you like to allow this person to view your 1098-T tax statement? Yes No

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

Cancel Continue

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



Agreement to Add Authorized User

×

I hereby authorize **Purdue University** to grant cafiles59@comcast.net 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 Tuesday, May 21, 2019.

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

128.210.106.177 at 5/21/19 8:43:50 AM CDT

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.

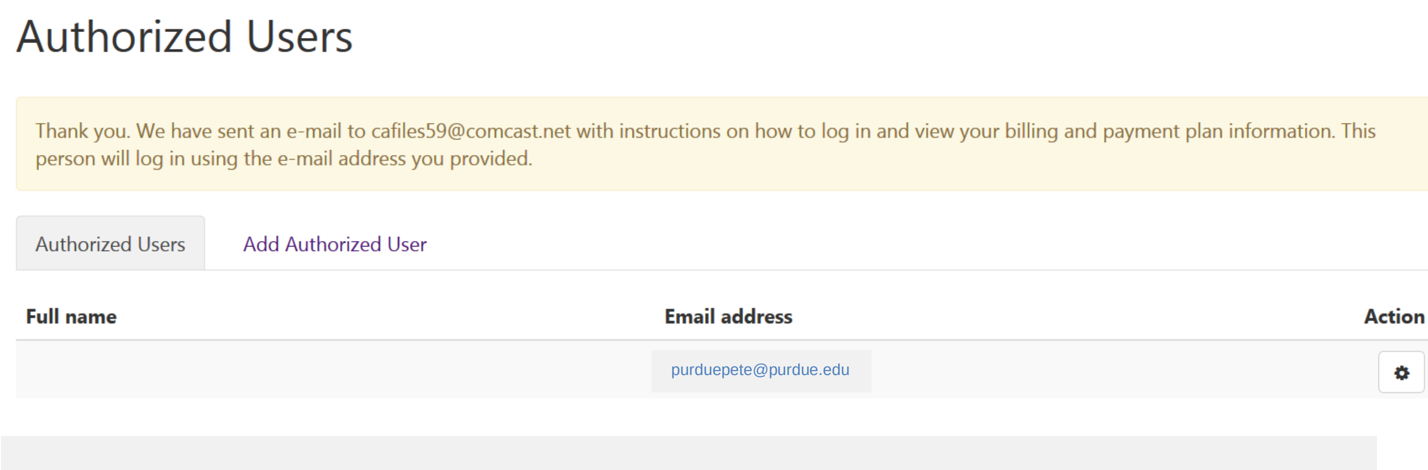
Please check the box below to agree to the terms and continue.

I Agree

Cancel Print Agreement Continue

- 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.



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