



## 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>.

PURDUE UNIVERSITY™  
Log in using your Purdue Career Account

Login:

Password:

Login

To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.

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

Jacob Alexander Hart [Sign Out](#)

PURDUE UNIVERSITY | myPurdue

Academics Registration **Bills & Payments** Financial Aid Life @ Purdue Notifications

### Student Account

- View My Balance
- Make a Payment
- View my e-Statement
- Setup Authorized Users
- Setup e-Refund Account
- Setup Payment Plan
- Account Summary
- Account Detail
- Title IV Authorization
- 1098T Tax Notification
- International Payment Service
- Order Account Statement
- Affirmance of Financial Responsibility

### Student Account Checklist

Please complete all tasks requiring action (marked with **!**). Failure to complete these **required** tasks will impact your status. Note that some tasks require re-verification each semester or annually.

Task	Status
<a href="#">Confirm Your Enrollment</a>	<b>!</b>
<a href="#">Affirmance of Financial Responsibility</a>	<b>✓</b>
<a href="#">Setup Your E-Refund Direct Deposit Account</a>	<b>!</b>

Boiler Express

### Financial Calculators

- Estimate your tuition, fees, and campus housing costs
- Estimate your financial aid eligibility for the next academic year

### Financial Resources

- Student Job Postings
- Internship Resources
- Professional Practice/Co-Op Information
- Financial Planning Cash Course
- Tuition Refund Policy for Withdrawing Students

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

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Please complete all tasks requiring action (marked with !). Failure to complete these **required** tasks will impact your status. Note that some tasks require re-verification each semester or annually.

Task	Status
<u>Confirm Your Enrollment</u>	<span style="color: red;">!</span>
<u>Affirmance of Financial Responsibility</u>	<span style="color: green;">✓</span>
<u>Setup Your E-Refund Direct Deposit Account</u>	<span style="color: red;">!</span>

**Boiler Express**

### Financial Calculators

- Estimate your tuition, fees, and campus housing costs
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### Financial Resources

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

## 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

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

- 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.

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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 cfiles59@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.

# Authorized Users

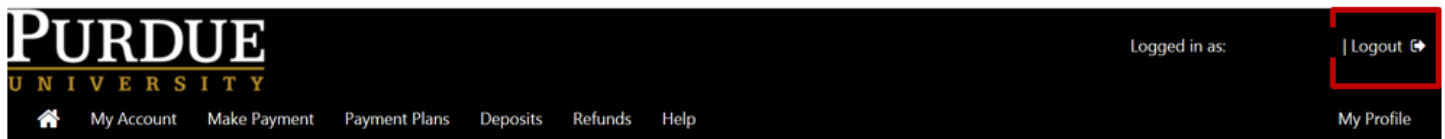
Thank you. We have sent an e-mail to cafiles59@comcast.net with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.

Authorized Users

[Add Authorized User](#)

Full name	Email address	Action
	<a href="#">purduepete@purdue.edu</a>	

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



The navigation bar features the Purdue University logo on the left. In the center, there are links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. On the right, it shows 'Logged in as:' followed by a 'Logout' link with an external link icon, which is highlighted with a red box. Below the navigation bar is a 'My Profile' link.