

# REMOVING & RESETTING AN AUTHORIZED PAYER'S CREDENTIALS

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## Registering an Authorized Payer

1.) On the left-hand menu bar, click the **My Account** button to see your account settings:

The screenshot displays the 'My Account' dashboard for The College of New Jersey. The top navigation bar includes the TCNJ logo and the word 'Overview'. A dark sidebar on the left contains menu items: My Account, Overview, Payment Plans, Make a Payment, Transactions, Help, and Sign Out. The main content area shows a 'Summary' section with a table of tuition and fees, and a 'Payment plans' section with a table of payment details. A 'Make a payment' button is located at the bottom right.

Plan	Paid	Remaining
FALL 2023: FALL 2023 3 PAYMENTS PLAN	\$0.00	\$870.00

- 2.) On the **My Account** screen, you'll see your (Student) name, saved Payment Methods, any registered Authorized Payers, whether or not you signed up for SMS notifications, and the agreements the Student signs upon signing in for the first time. Click on **Send a Payer Invitation**:

The College of New Jersey

### Basic information

Name [REDACTED]

### Payment methods

[REDACTED]	MEDICARD	[EDIT]
[REDACTED]	AMERICAN EXPRESS	[EDIT]
[REDACTED]	DISCOVER	[EDIT]
[REDACTED]	VISA	[EDIT]
[REDACTED]		[EDIT]

[+ Add payment method](#)

### Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

[REDACTED]	[EDIT]
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[+ Send a payer invitation](#)

### SMS notifications

[Sign up](#)

### Privacy & terms

Use of personal information [View](#)

### Agreements

eSignature disclosure [View](#)

3.) Fill in the Authorized Payer's information in the Form and click **Send Invitation:**



My Account

## Payer Invitation

### Payer information

\* **First name**

\* **Last name**

\* **Email address**

\* **Confirm email address**

### Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.



**Message to payer**

*Maximum 250 characters*





Cancel

Send invitation

4.) The Authorized Payer will receive the email below with their User name and a temporary Password:

[Redacted] has created an account for you at The College of New Jersey  

Inbox x

 **stuaccts@tcnj.edu** 2:10 PM (0 minutes ago)   

to me ▾

[Redacted] has created an account for you at The College of New Jersey.

Your new login information is:

User name: [Redacted]  
Password: [Redacted]

To access the account, please click the link below.

[https://\[Redacted\]](https://[Redacted])

(If clicking the link does not work, please copy and paste the information into your browser.)

- When the Authorized Payer logs in for the first time, they will be prompted to change their password.

## Removing/Resetting an Authorized Payer and Their Credentials:

1.) Click on **My Account** and then click the *Pencil* icon to edit the Authorized User:

The College of New Jersey

My Account

### Payers

**Basic information**

Name [Redacted]


**Payment methods**

- [Redacted] MASTERCARD
- [Redacted] AMERICAN EXPRESS
- [Redacted] DISCOVER
- [Redacted] VISA

[+ Add payment method](#)

**Payers**

Do you know someone that would like to help you pay? Invite them to have access to your account!

[Redacted] 

[+ Send a payer invitation](#)

**SMS notifications**

[Sign up](#)

**Privacy & terms**

Use of personal information [View](#)

**Payer information**

Name [Redacted]

Email address [Redacted]

**Payer access**

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

[Remove payer](#)

[Resend payer invitation](#)

*This will also reset the payer's password.*

[Cancel](#) [Save](#)

- 2.) Click either **Remove Payer** to revoke the Authorized Payer access or click **Resend Payer Invitation** to reset the Authorized Payer's credentials. The Authorized Payer would receive the email below:

Your password has been reset Inbox x



stuaccts@tcnj.edu

to me ▾

2:46 PM (0 minutes ago)



A new password was recently requested for your account at The College of New Jersey.

Your new login information is:

User name:

Password:

When you login you will be prompted to change your password. We encourage you to immediately change it to something you will remember.

To access the account, please click the link below.

[https://\[redacted\]](https://[redacted])

(If clicking the link does not work, please copy and paste the information into your browser.)