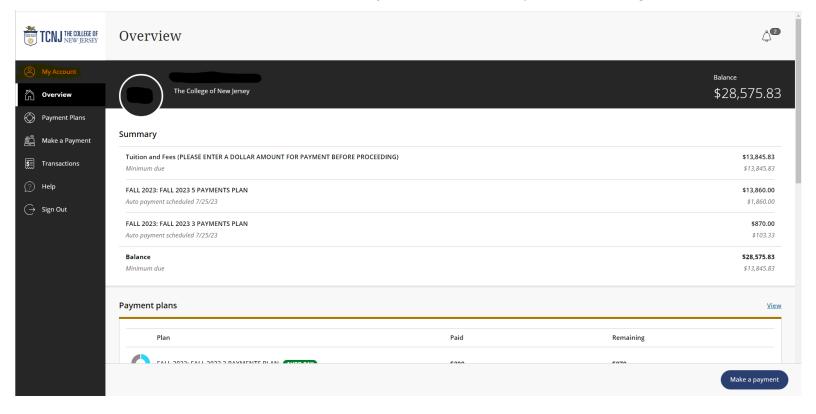
# REMOVING & RESETTING AN AUTHORIZED PAYER'S CREDENTIALS

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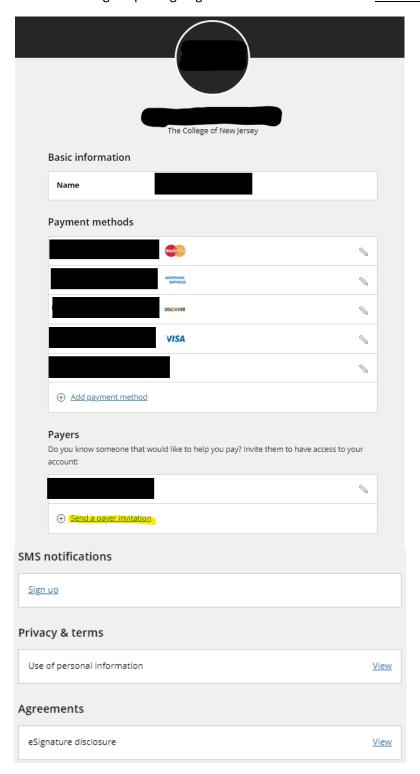
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## Registering an Authorized Payer

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



2.) On the <u>My Account</u> 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 <u>Send a Payer Invitation</u>:



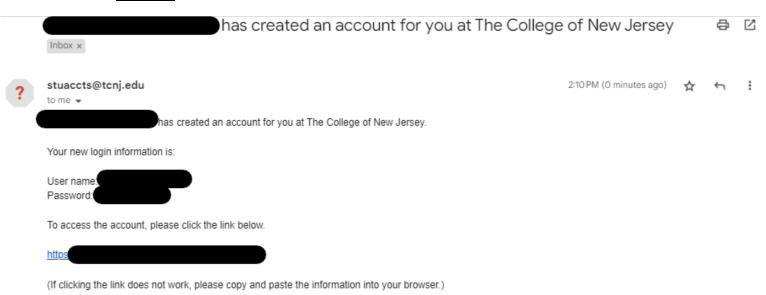
3.) Fill in the Authorized Payer's information in the Form and click **Send Invitation**:



## My Account Payer Invitation

	Payer information
* First na	ame
* Last na	ame
* Email a	address
* Confirm	m email address
Commi	n eman address
	Payer access
By sendir	ng this invitation, I hereby authorize this payer
to access payment	my account information and/or make
Message	to payer
Maximum 2	250 characters

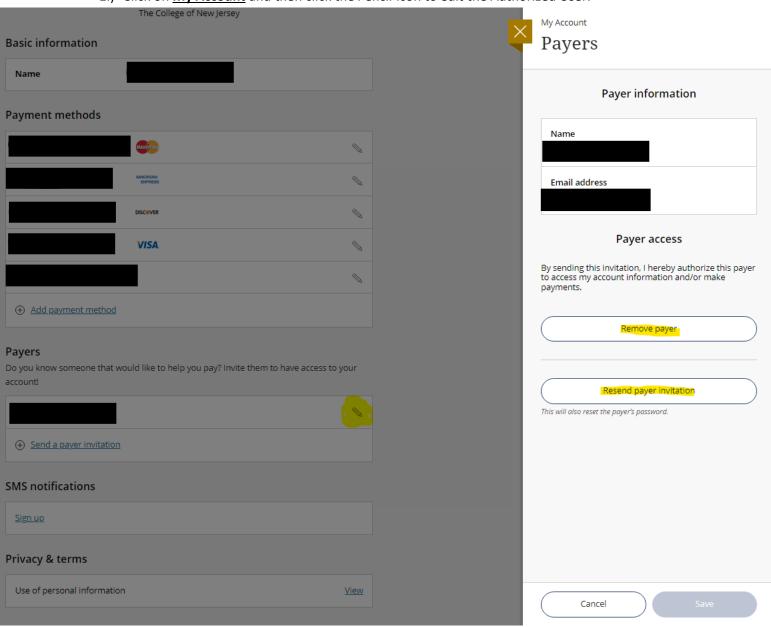
4.) The Authorized Payer will receive the email below with their <u>User name</u> and a temporary <u>Password</u>:



 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:



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

Your password has been reset Inbox x



2:46 PM (O minutes ago)



### stuaccts@tcnj.edu

to me 🕶

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

Your new login information is:



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.



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