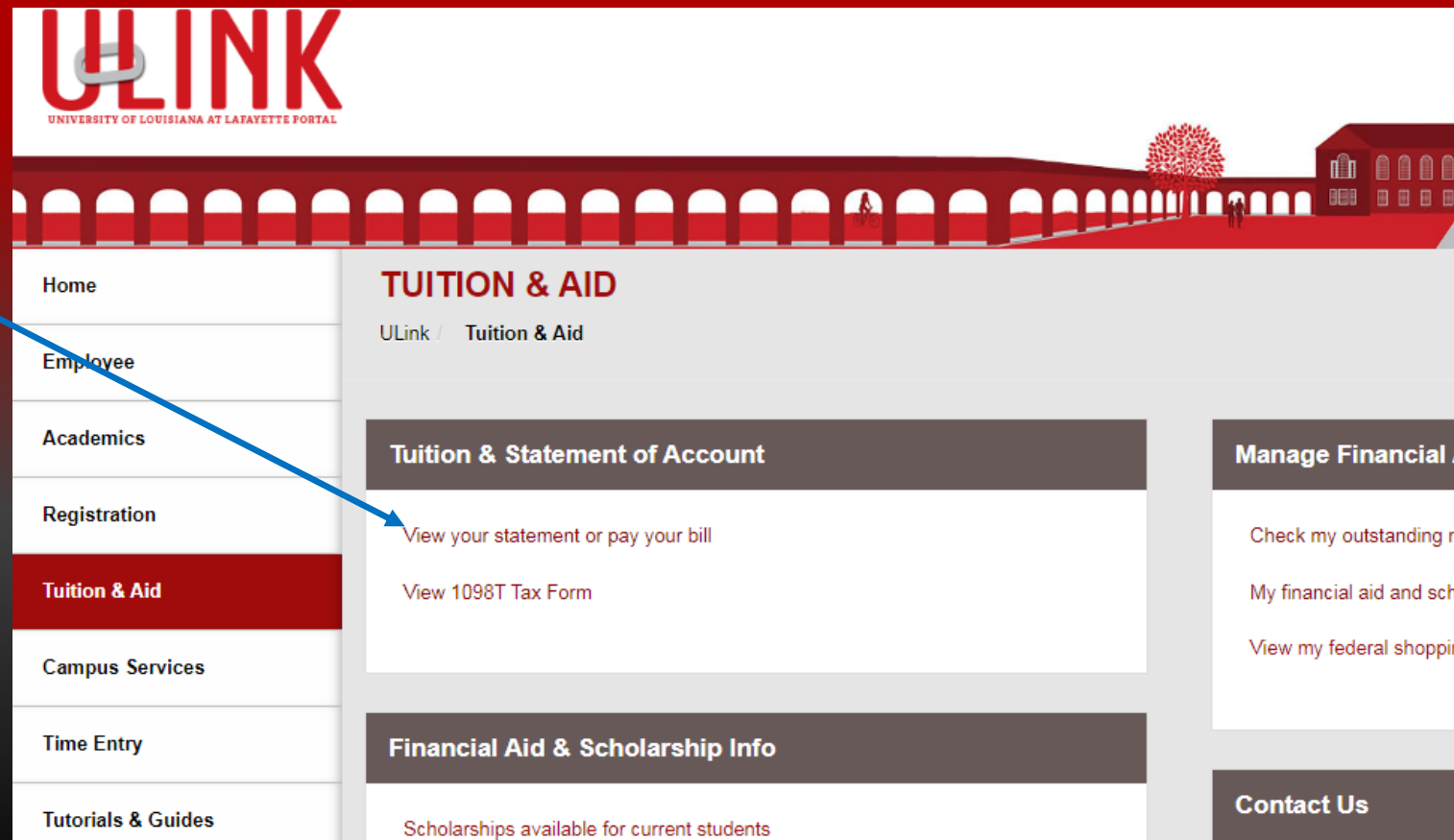# Why do I need an authorized user?

- Due to FERPA, federal privacy laws, we cannot give anyone information related to your account without your permission.

- An authorized user has your permission to speak to someone in the Bursar's office about your account on your behalf.

- An authorized user can make payments on your account without using your ULink account and password.

- You can give an authorized user permission to receive emails from the Bursar's office about:
  - Statements
  - Payment Plan
  - Tax forms

Set up Authorized User

- Ulink
- Tuition and Aid
- View your statement or pay your bill

Click on the Authorized User tab on the right

Enter the authorized user's email address and answer all three questions as to how much access you want your authorized user to have. Then click Continue to proceed.

The Agreement to
Add Authorized
User page will
pop up so make sure
you enable Popups.

Check the box next
to I Agree
then click Continue.

Agreement to Add Authorized User

×

The e-mail address you provided already exists in our system and is registered to Karen Viator. This indicates that Karen Viator was or may still be a registered user in our system. Please ensure that this is the person to whom you wish to give access. If you have any doubts that this is the correct person, please press the 'Cancel' button.

I hereby authorize **University of Louisiana at Lafayette** to grant k2852@yahoo.com   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.

This agreement is dated Thursday, June 22, 2017.

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

130.70.0.34 at 6/22/17 11:13:11 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

Continue   Print Agreement   Cancel

Each user will appear on your Authorized Users page

You may add 5 authorized users to your account

Authorized users can be edited or deleted at any time by clicking Edit or Delete

My Account   Make Payment   Payment Plans   Deposits   Help   My Profile

Authorized Users

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

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
John Q. Public	k2852@yahoo.com	Edit | Delete | Show Agreement

▶   Add Authorized User

The authorized user will receive two emails.
(1) will have the link to the Touchnet login page   (2) will have a temporary password.

This is an example of the first email your authorized user will receive with the link to log into the student's account.

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message. Please click the link to log into your account.

https://secure.touchnet.net/C22198_tsa/web/login.jsp

======= ACCESS INFORMATION =======
Student Name --- [Christie Boutte   ]
Password --- [Please use existing password.]
==================================

If you have any questions regarding your statement, please contact the Student Cashier Center at (337)482-6385 or email bursar@louisiana.edu. For financial aid questions, call(337)482-6506 or email at finaid@louisiana.edu. For Housing questions, call (337)482-6471 or email at oncampusliving@louisiana.edu.

This is an example of the second email your authorized user will receive with a temporary password.

This is an automated message generated at your request providing you with a temporary password. You will be required to create a new password upon logging in.

Password --- [uqharwpdch]

If you have any questions regarding your statement, please contact the Student Cashier Center at (337)482-6385 or email bursar@louisiana.edu. For financial aid questions, call(337)482-6506 or email at finaid@louisiana.edu. For Housing questions, call (337)482-6471 or email at oncampusliving@louisiana.edu.

Your authorized user may be an authorized user on another student's account as well as yours.

Enter your email address and temporary password
then click the Login button

UNIVERSITY *of*
LOUISIANA
LAFAYETTE®

Statement & Payment Center

This is for Authorized Users Only.

k2852@yahoo.com

••••••••

Forgot Password   Login

After 5 failed attempts, you will be locked out of your account. If this happens, please log off, wait an hour, and then reset your password.

Welcome to the Statement & Payment Center!

If you need assistance, we have PowerPoint presentations and a Get Help button with frequently asked questions on our website.
https://bursar.louisiana.edu
Holds for Non-payment will be placed on student accounts starting on September 7th.

The authorized user's profile must be setup

Enter all information with an * next to it

Enter your new password

You can enter an alternate email address if you choose

Click Save

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LOUISIANA
LAFAYETTE

Authorized User Profile Setup

Profile Setup

For security reasons, please change your password.

Name and E-mail Address

**Indicates required fields

Your login ID: k5298@gmail.com

*First Name: Firstname

*Last Name: Lastname

E-mail address: k5298@gmail.com

Alternate e-mail address: k5298@yahoo.com

Password Change

*Enter your new password:
(minimum 7 characters and at least one number or special character)

*Confirm your new password:

Save   Cancel

If you are an authorized user for more than one student, they will all appear on your screen.

You may make a payment to all at the same time or one at a time.

If you want to pay just one, double click the student's name you would like to pay.

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LAFAYETTE

Ask for Help |
Logged in as: Chris

Student Account

Profile changes were saved.

Select Student Account

You are authorized to view billing information for more than one student.
Please select a student by clicking on the name. You can change your selection later from the 'Select Student' tab.

Student Name	UL ID	E-mail Address
Christie Boutte	C00123456	christie1@Louisiana.edu
Karen Viator	C00555255	karen3@Louisiana.edu
Sally York	C00998245	sally@Louisiana.edu

Pay All

This will take you to the student's statement and Payment Center.
Click either Make Payment or Enroll in Payment Plan.

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LAFAYETTE

Statement & Payment Center

Logged in as: | Logout ➡

🏠 My Account   Make Payment   Payment Plans   Deposits   Help

Announcement

Welcome to the University of Louisiana at Lafayette!! For More information on payment plans, please click the link. Payment Plans

Student Account   ID: xxxxx

Balance $9,036.27
Estimated Financial Aid $4,700.00
Balance Including Estimated Aid $4,336.27

[Make Payment]   [View Activity]   [Enroll in Payment Plan]

Statements

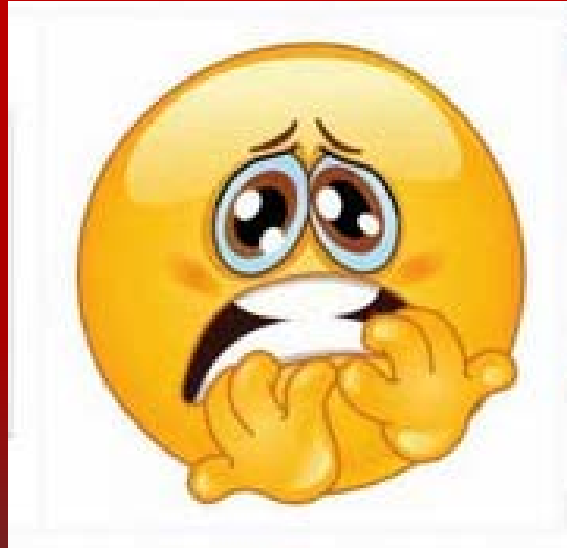Your latest eBill Statement
Statement (3/15/17) - $0.00   [View]

Term Balances

Fall 2017 $5,500.00

Summer 2017   -$1,163.73

My Profile Setup

👥 Authorized Users

💳 My Payment Profile

🚩 Notifications

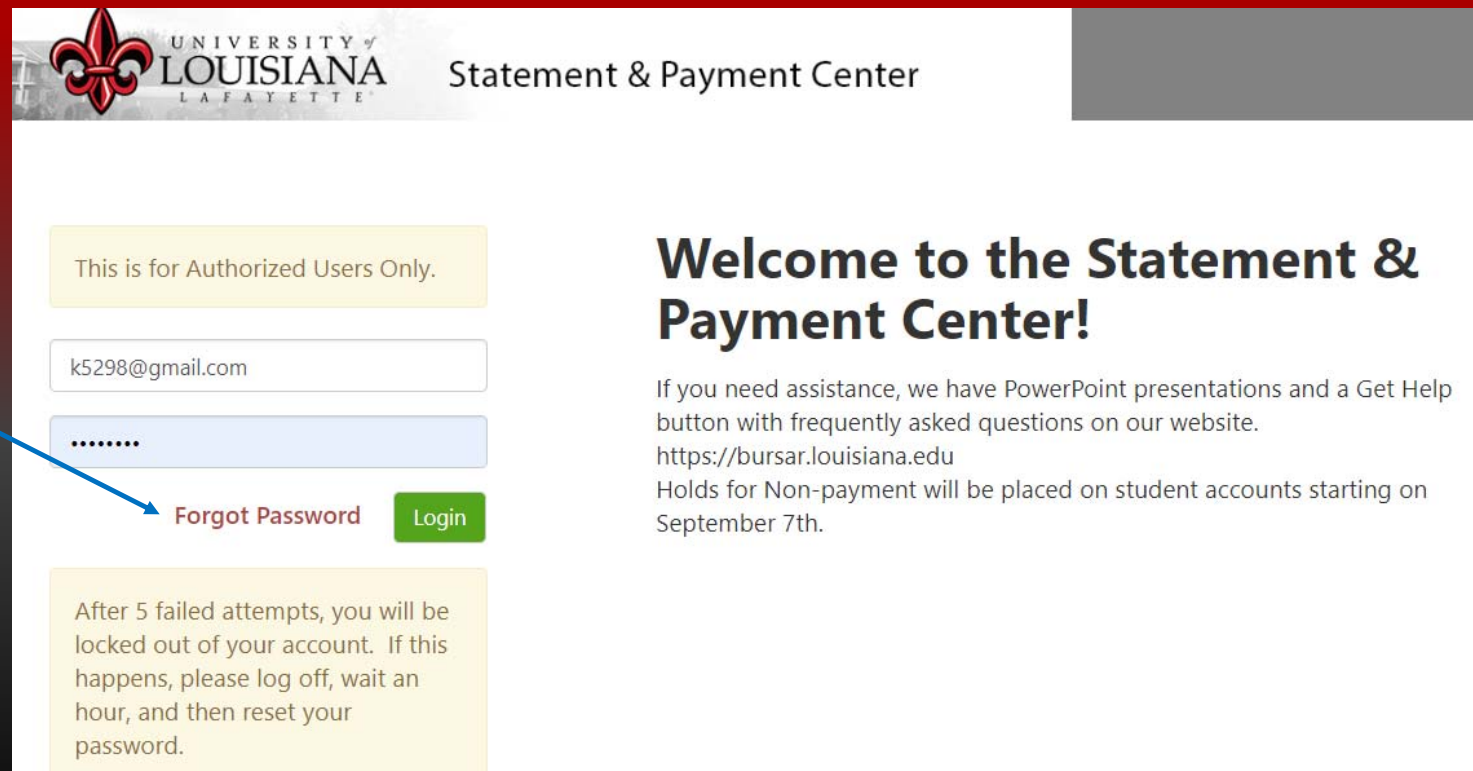I forgot my password or I never received a password

Go to the Touchnet website
https://secure.touchnet.net/C22198_tsa/web/login.jsp

Click on the Forgot Password link and a temporary password will be emailed to you.

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LAFAYETTE

Statement & Payment Center

This is for Authorized Users Only.

k5298@gmail.com

••••••••

Forgot Password   Login

After 5 failed attempts, you will be locked out of your account. If this happens, please log off, wait an hour, and then reset your password.

Welcome to the Statement & Payment Center!

If you need assistance, we have PowerPoint presentations and a Get Help button with frequently asked questions on our website.
https://bursar.louisiana.edu
Holds for Non-payment will be placed on student accounts starting on September 7th.

I entered my password incorrectly and I'm locked out

The system will lock you out after 5 incorrect passwords.

The system will reset itself in a little over an hour so you can try again.

THE END