

STEPS FOR AUTHORIZED USER SET UP

1. Student logs into the e-bill link: <https://secure.samford.edu/tbp/web/login.jsp>.

STUDENTS AND STAFF

University

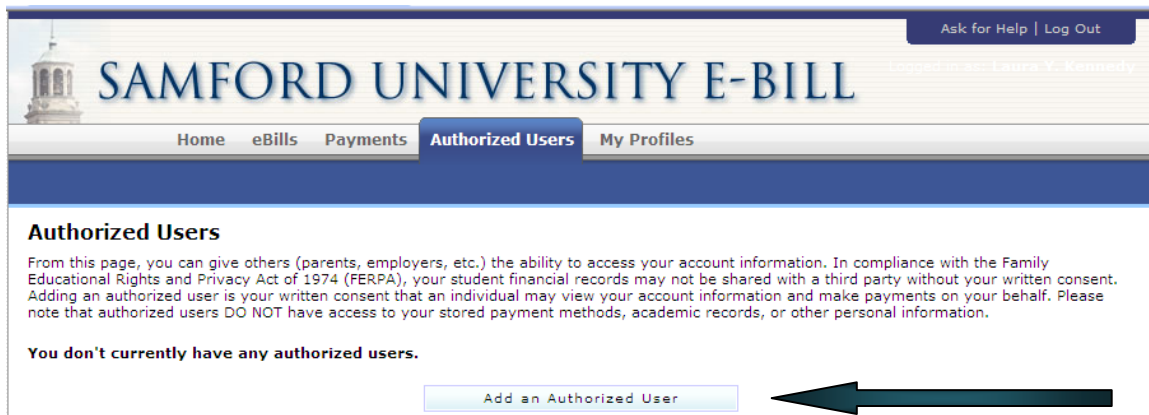
ID:

PIN:

2. Student selects the “AUTHORIZED USER” tab:



3. Student enters e-mail address for the “AUTHORIZED USER” and then selects ADD USER. To enter another “AUTHORIZED USER”, go back to step 2.



Add An Authorized User

E-mail Address of the Authorized User:

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

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

I hereby authorize **Samford University** to grant johndoe@samford.edu full access to my accounts, including ability to view all monthly statements, and/or make payments accordingly. My payment methods, 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 Friday, May 15, 2009.

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

10.201.5.225 at 05/15/2009 02:09:03 PM 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.

The Samford University Portal and associated online Student Services are available: 24 x 7 except for scheduled maintenance and unforeseen circumstances. Maintenance is scheduled in advance with notice to all students.

Should you encounter log-in problems, please contact the Personal Technology Group at (205) 726-2662.

E-mail notification of the initial set up will be sent to all "AUTHORIZED USERS". Student and all "AUTHORIZED USERS" will receive notification each time a new e-bill is sent. E-bills reflect student account activity as of the e-bill date. To see charges/payments occurring after the e-bill date, select the "Recent Account Activity" link on the e-bill.

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