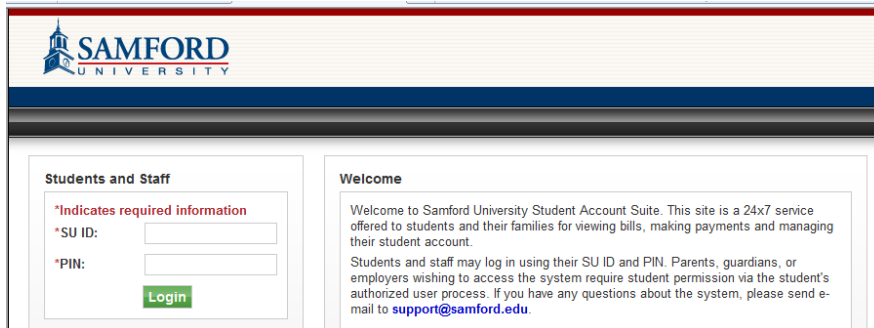


Steps for Authorized User Set Up

1. Student logs into the e-bill link: https://secure.touchnet.com/C20180_tsa/web/login.jsp



The screenshot shows the Samford University Student Account Suite login page. At the top left is the Samford University logo. Below it, there are two main sections: "Students and Staff" and "Welcome".

Students and Staff

*Indicates required information

*SU ID:

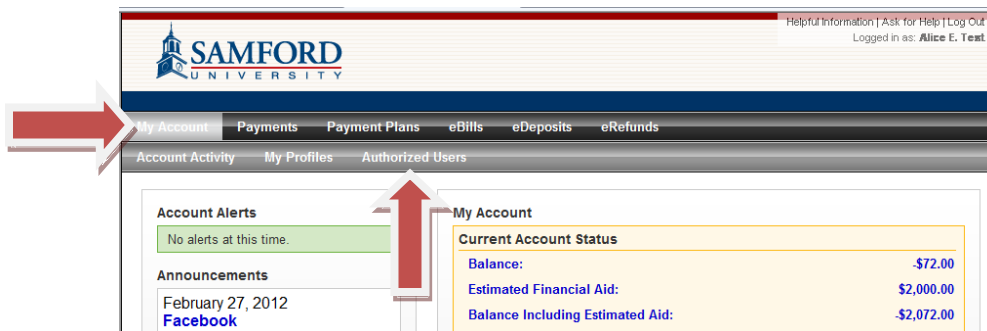
*PIN:

Welcome

Welcome to Samford University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and staff may log in using their SU ID and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to support@samford.edu.

2. Student selects "My Account" tab and then "Authorized User" tab.



The screenshot shows the Samford University Student Account Suite "My Account" page. At the top left is the Samford University logo. Below it, there are two main sections: "Account Alerts" and "My Account".

Account Alerts

No alerts at this time.

Announcements

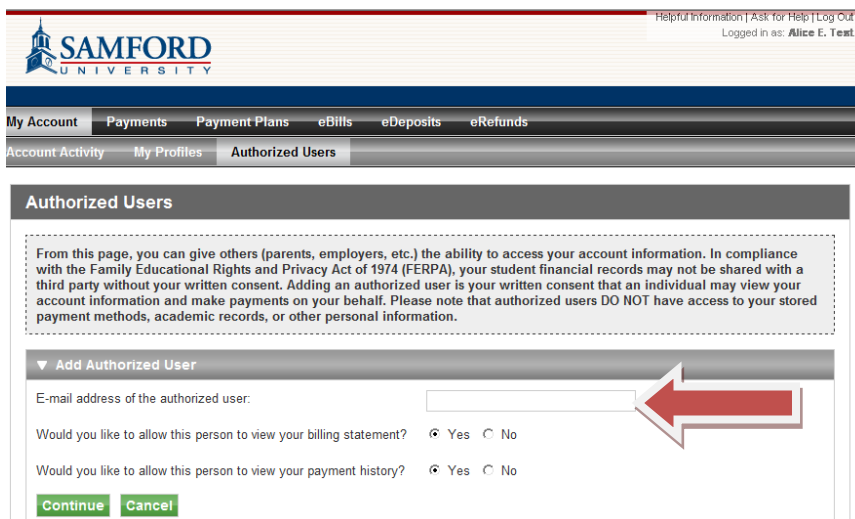
February 27, 2012
[Facebook](#)

My Account

Current Account Status

Balance:	-\$72.00
Estimated Financial Aid:	\$2,000.00
Balance Including Estimated Aid:	-\$2,072.00

3. Student enters e-mail address and selects the "Continue" button.



The screenshot shows the Samford University Student Account Suite "Authorized Users" page. At the top left is the Samford University logo. Below it, there are two main sections: "Authorized Users" and "Add Authorized User".

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.

Add 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

4. Student reads agreement and selects the "I Agree" box then selects the "Continue" button.

Agreement to Add Authorized User ✕

I hereby authorize **Samford University** to grant [redacted] 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 Monday, February 27, 2012.

For fraud detection purposes, your internet address has been logged:
199.20.23.2 at 2/27/12 1:55:49 PM CST

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

[Print Agreement](#) [Continue](#) [Cancel](#)

5. Confirmation page appears.

Account Activity | My Profiles | **Authorized Users**

Authorized Users

Thank you. We have sent an e-mail to [redacted] 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. (Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

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

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Full Name	E-mail Address	Action
	[redacted]	Edit Delete