Sign Up an Authorized User

By completing this process, you are granting someone else, such as a parent or spouse, access to your account information.

- Go to PNW.edu and click on the Search box in the upper right corner of the screen. Select myPNW and log in.

- Click on the Bills & Payments tab.
• Click on the **Bill & Payment Portal**.

![Bill & Payment Portal](image)

• NOTE: You may get a message like the one below that says you are currently using a popup blocker. Click **Log into the TouchNet Payment Gateway**.

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You are currently using a popup blocker.

Please use the button below to log into the TouchNet Payment Gateway.

Log into the TouchNet Payment Gateway
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• This takes you to the **TouchNet** screen. Select **Authorized Users**.
• Select Add Authorized User.

Next, read the paragraph, enter the email address of the authorized user, and choose what permissions you would like to grant this authorized user. Press Continue.
- You will then be asked to check the box indicating you **agree to this authorization**.

- You and the Authorized User should receive a confirmation e-mail.