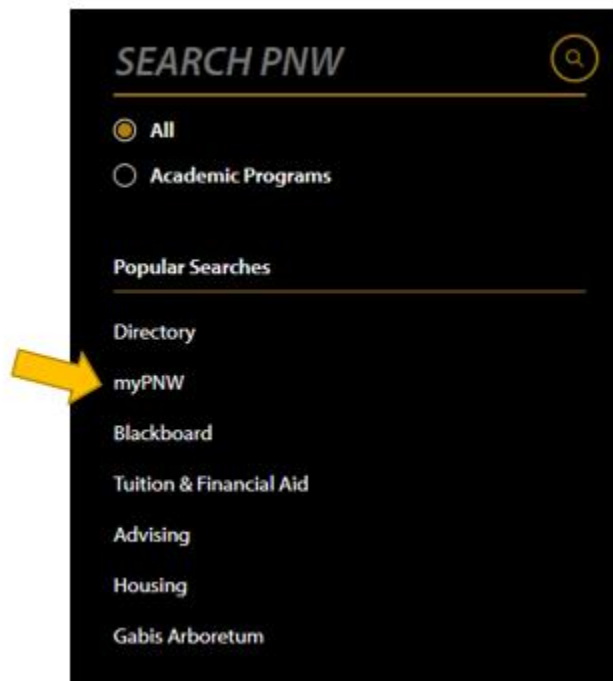


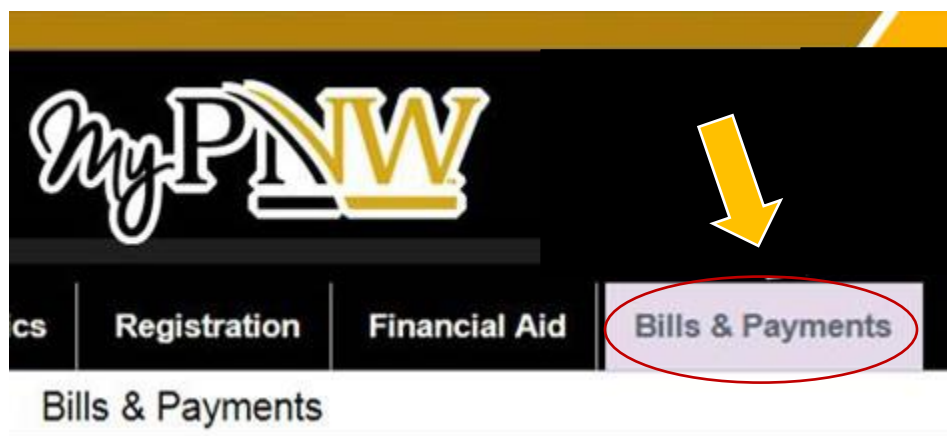
Sign Up an Authorized User

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

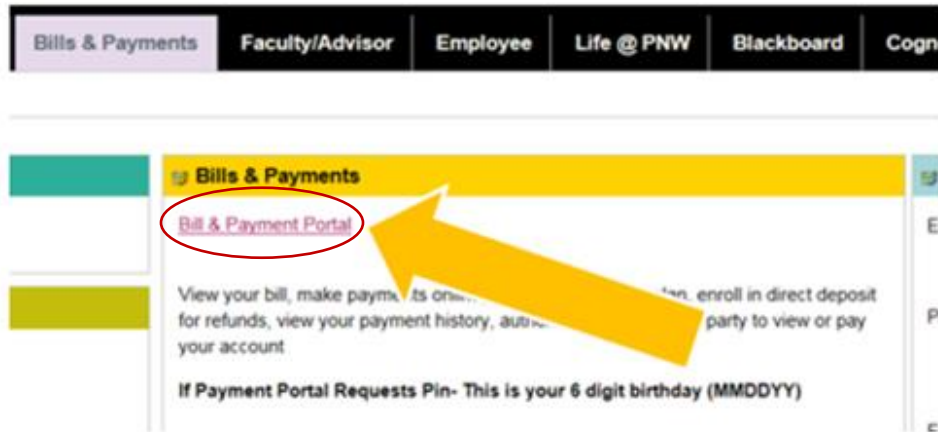
- Go to **PNW.edu** and click on the Search box in the upper right corner of the screen. Select myPNW and log in.



- Click on the **Bills & Payments** tab.



- Click on the **Bill & Payment Portal**.



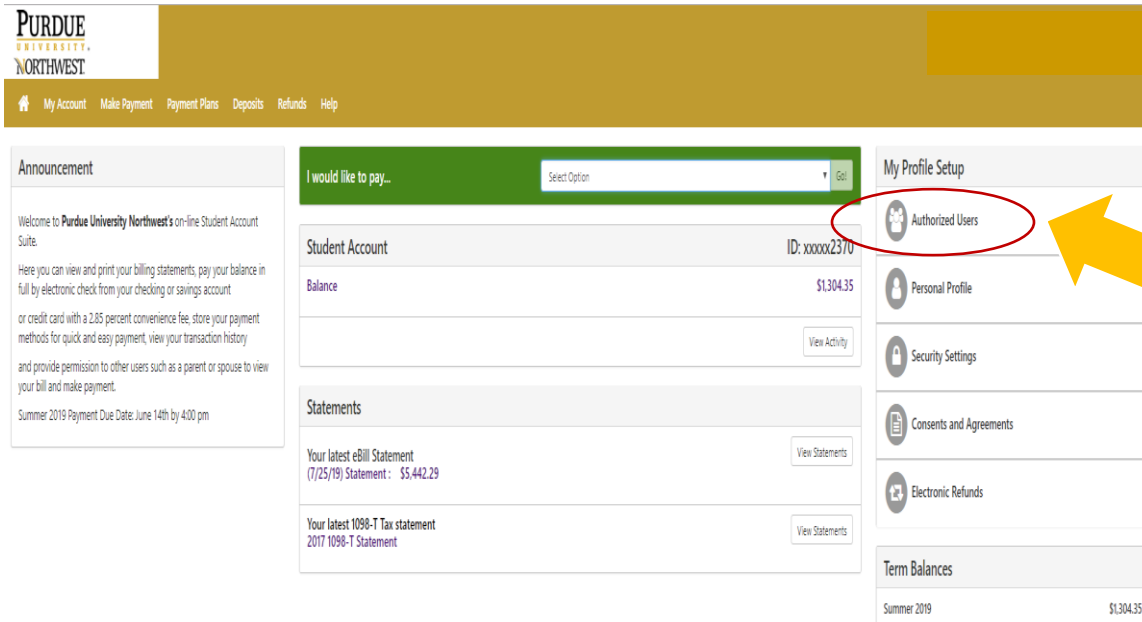
- NOTE: You may get a message like the one below that says you are currently using a popup blocker. Click **Log into the TouchNet Payment Gateway**.

You are currently using a popup blocker.

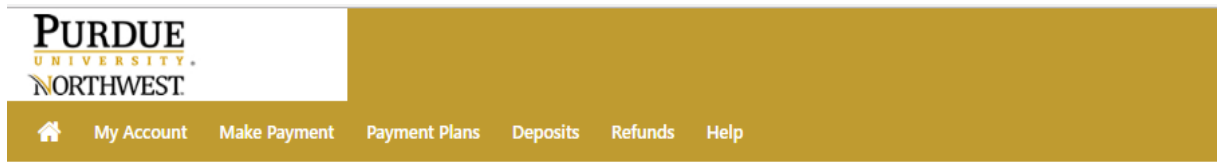
Please use the button below to log into the TouchNet Payment Gateway.



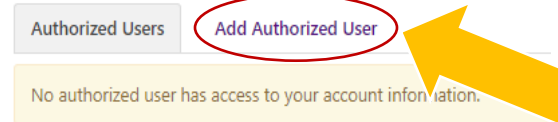
- This takes you to the **TouchNet** screen. Select **Authorized Users**.



- Select **Add Authorized User**.



Authorized Users



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**.



Authorized Users

Authorized Users Add Authorized User

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.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

Yes

No

Would you like to allow this person to view your 1098-T tax statement?

Yes

No

Would you like to allow this person to view your payment history and account activity?

Yes

No

Cancel Continue

- You will then be asked to check the box indicating you **agree to this authorization**.

Agreement to Add Authorized User ×

When in Emulate Student mode, you cannot add an Authorized User.

I hereby authorize **Purdue University Northwest** to grant fortneyr@pnw.edu 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.

Access to my accounts also includes the ability to :

- View my 1098-T tax statement

This agreement is dated 24-Oct-2019 3:24:45 PM CDT.

For fraud detection purposes, your internet address has been logged:
163.245.17.25 at 24-Oct-2019 3:24:45 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.

Please check the box below to agree to the terms and continue.

I Agree

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