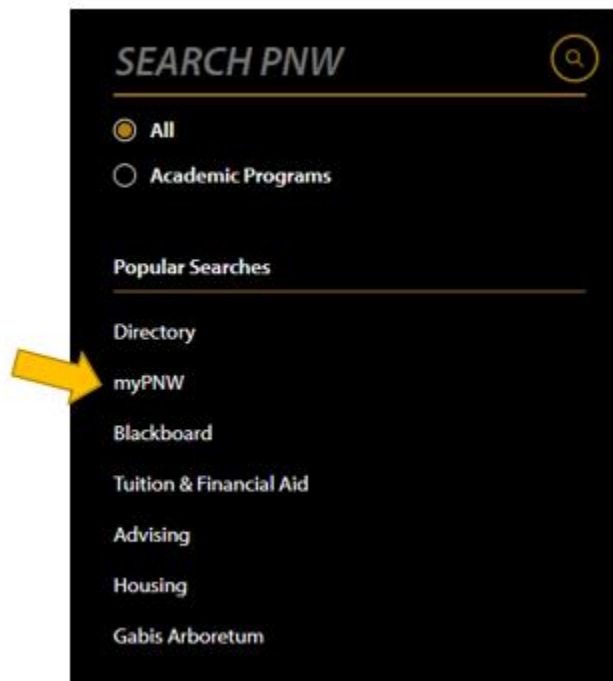


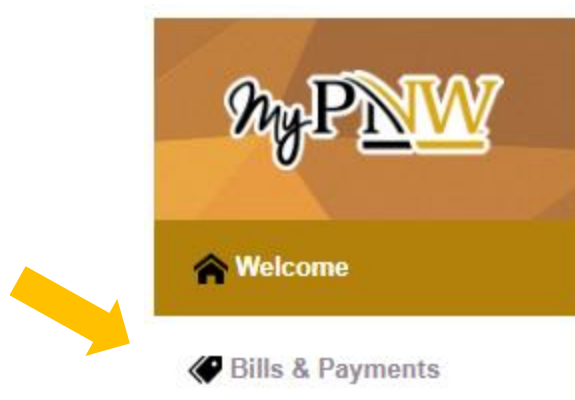
Sign Up an Authorized User

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

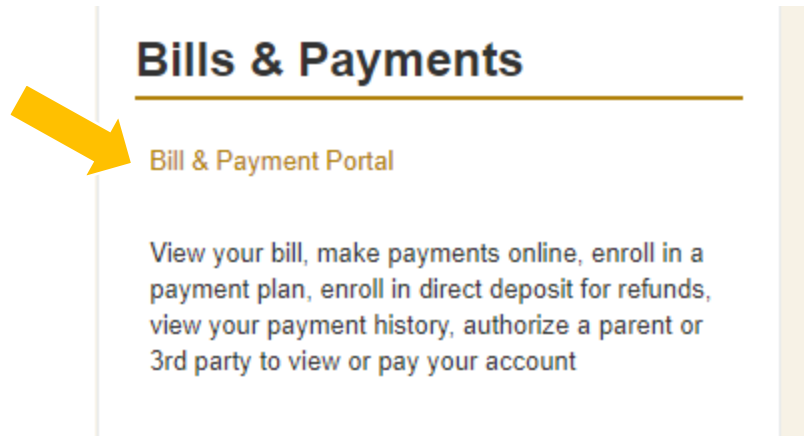
- Go to **PNW.edu** and click on the Search box in the upper right corner of the screen. Select myPNW and log in.



- Click on the **Bills & Payments** tab from the side menu.



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



Bills & Payments

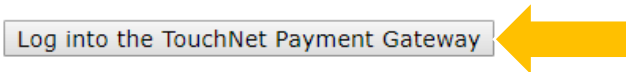
[Bill & Payment Portal](#)

View your bill, make payments online, enroll in a payment plan, enroll in direct deposit for refunds, view your payment history, authorize a parent or 3rd party to view or pay your account

- 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**.

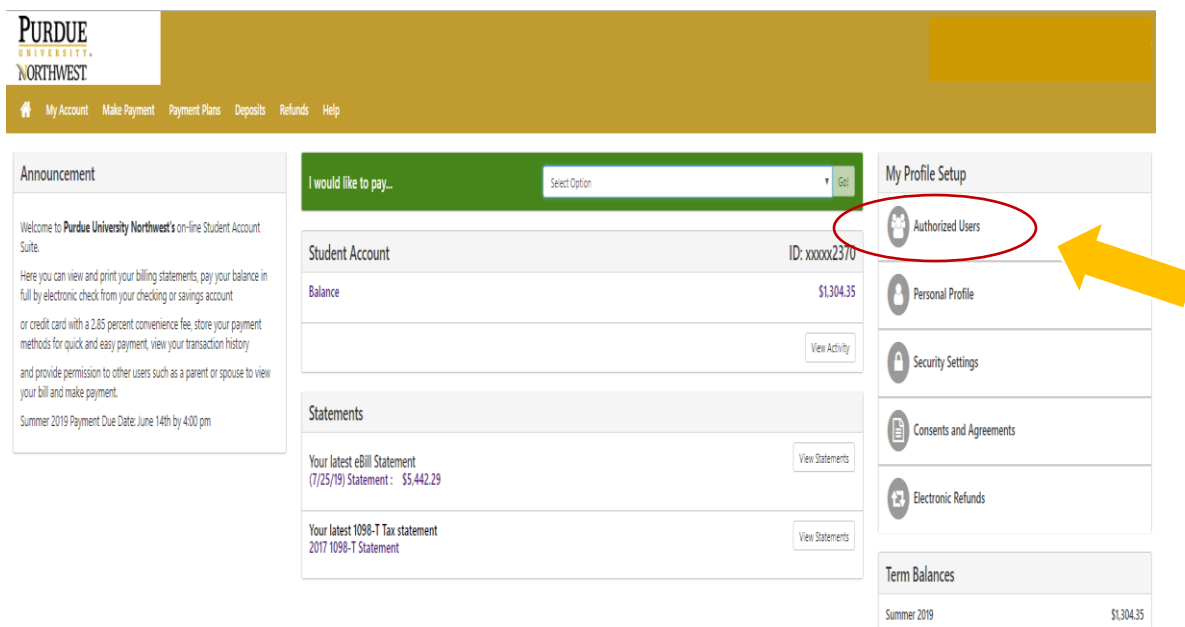
You are currently using a popup blocker.

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



[Log into the TouchNet Payment Gateway](#)

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



PURDUE UNIVERSITY NORTHWEST

My Account Make Payment Payment Plans Deposits Refunds Help

Announcement

Welcome to **Purdue University Northwest's** on-line Student Account Suite.

Here you can view and print your billing statements, pay your balance in full by electronic check from your checking or savings account or credit card with a 2.85 percent convenience fee, store your payment methods for quick and easy payment, view your transaction history and provide permission to other users such as a parent or spouse to view your bill and make payment.

Summer 2019 Payment Due Date: June 14th by 4:00 pm

I would like to pay...

Student Account ID: xxxxx2370

Balance \$1,304.35

Statements

Your latest eBill Statement (7/25/19) Statement: \$5,442.29

Your latest 1098-T Tax statement 2017 1098-T Statement

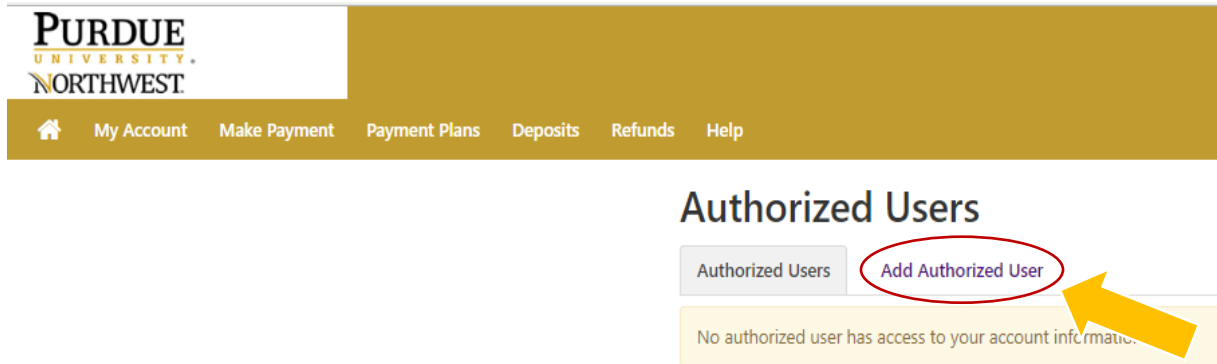
My Profile Setup

- Authorized Users**
- Personal Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds

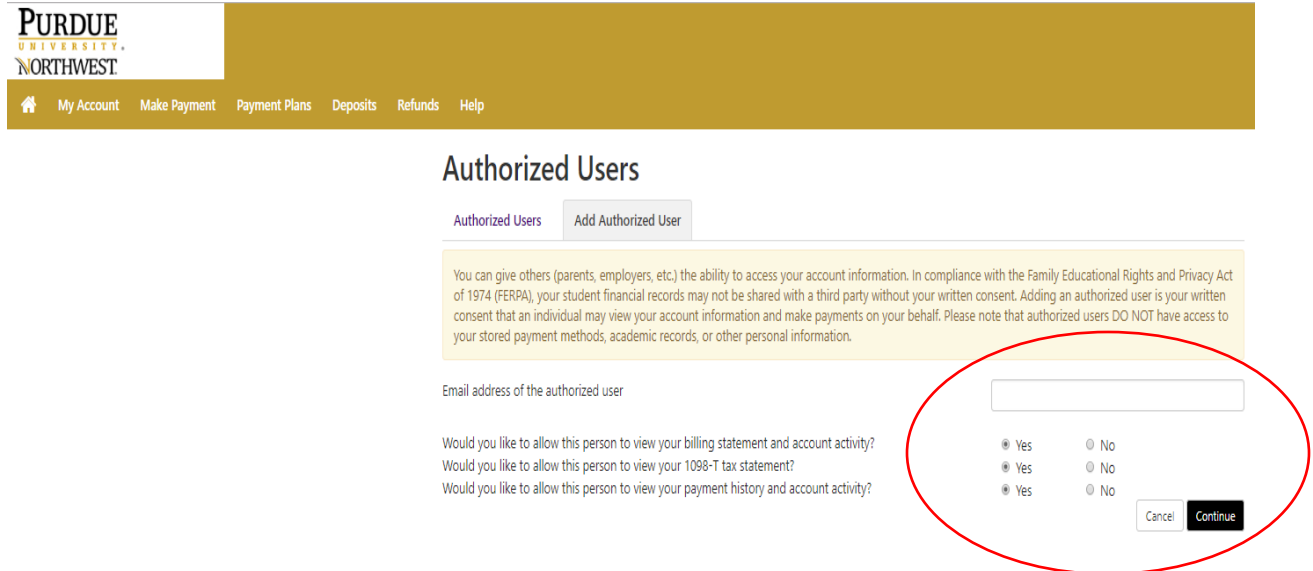
Term Balances

Summer 2019	\$1,304.35
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- 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**.

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.