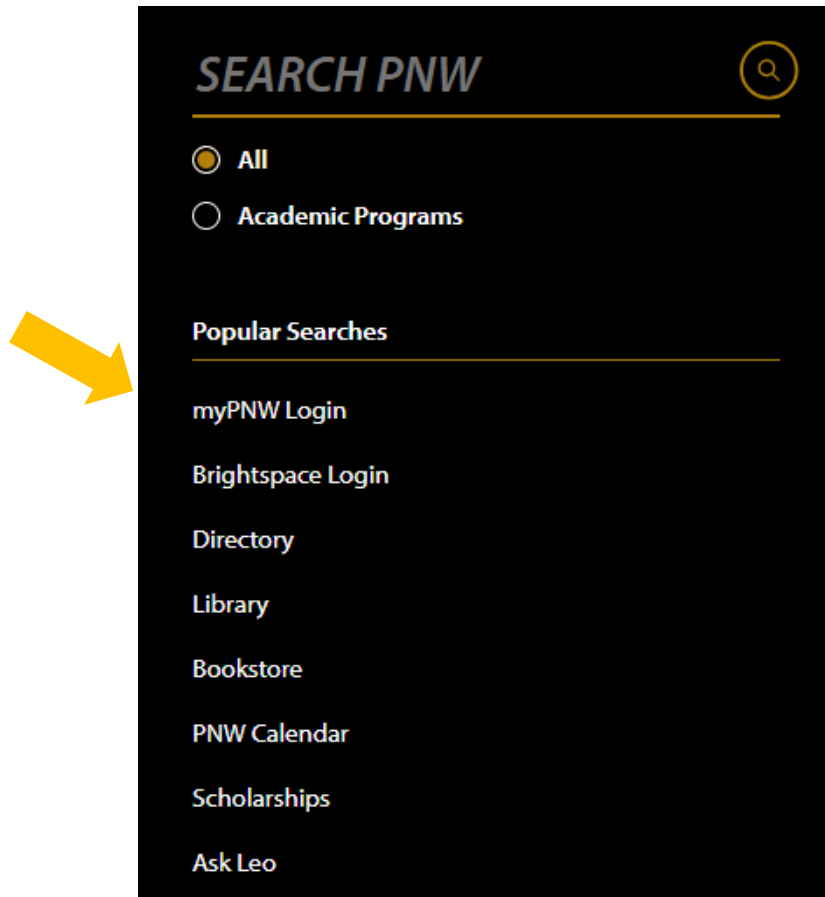


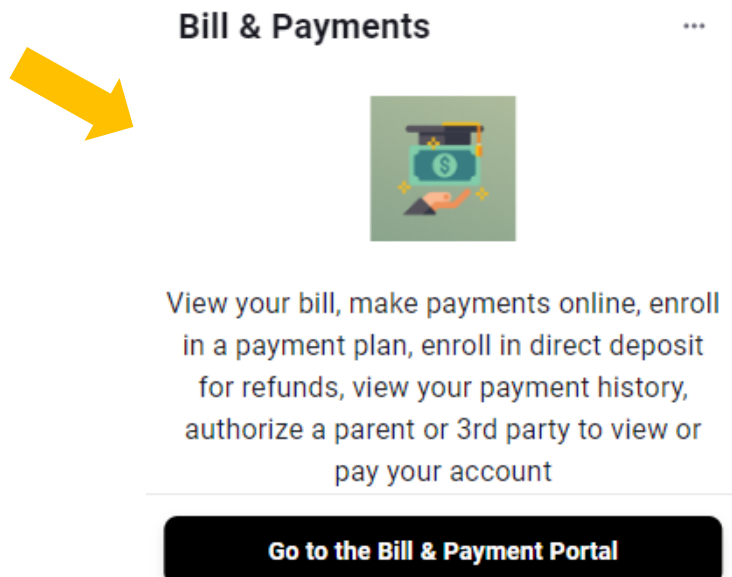
Sign Up an Authorized User

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 Login and log in.



- Click on the **Bill & Payments**



- 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**.



My Account My Profile 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 2.95 percent-domestic or 4.25 percent-international 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.

International education payments to Purdue University Northwest can be made by using Flywire or CIBC [Make an International Payment](#)

All textbooks and learning materials are now covered by the Instructional Materials Access Fee. Visit [pnw.edu/instructional-access](#) for more information.

Spring 2025 Payment Due Date: January 17th by 4:00 pm.

"Learn more about tuition protection [click here](#)."

I would like to pay...

Select Option

Go!

Student Account

ID: xxxxx3975

Balance

\$2,941.70

View Activity

Enroll in Payment Plan

Statements



Click the button to view your current account balance and details.

On Demand Statement

Your latest eBill Statement
(1/2/25) Statement : \$4,895.80

View Statements

My Profile Setup



Authorized Users



Personal Profile



Security Settings



Consents and Agreements



Electronic Refunds

Term Balances

Spring 2025

\$2,941.70



- Select **Add Authorized User**.



Authorized Users

Authorized Users

Add Authorized User

No authorized user has access to your account information.

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?
Would you like to allow this person to view your 1098-T tax statement?
Would you like to allow this person to view your payment history and account activity?
Would you like to allow this person to receive your payment plan communications?

☒ Yes ☐ No
☒ Yes ☐ No
☒ Yes ☐ No
☒ 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 leothelion@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
- Receive my payment plan communications

This agreement is dated 03-Jan-2025 10:24:45 PM CST.

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

163.245.5.8 at 03-Jan-2025 10:24:45 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



Cancel

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