


# LAFAYETTE COLLEGE

## TouchNet: Adding Authorized User Access to Student Accounts

Only students have the ability to add an Authorized User to view or make payments against their bill or to enroll into a payment plan. This is a one-time only procedure per Authorized User.

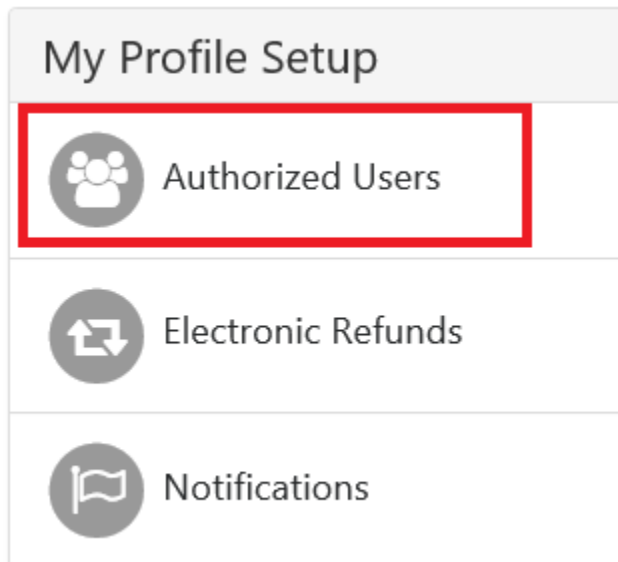
1. Students should access the Lafayette College payment suite at <http://finadmin.lafayette.edu/pay-bill>
2. Select the "STUDENT ACCESS" button on the top of the page

### Student Billing Information



STUDENT ACCESS

3. Enter your Lafayette credentials and log in. This will load your student account on TouchNet Bill+Payment.
4. Select "Authorized Users" on the right-side of the TouchNet home screen



5. Please read the disclaimer regarding your consent to authorizing access to your student financial records.

6. Select "Add Authorized User" and enter the e-mail address of intended Authorized User and select your consent to additional options presented on the page. Select "Continue" to proceed.
7. Please review terms, and if you agree, select "I Agree". Select "Continue" to proceed.
8. The Authorized User will then receive an e-mail notifying them of their ability to access TouchNet Bill+Payment. Their credentials to initially access TouchNet Bill+Payment will also be e-mailed.
9. We recommend all Authorized Users bookmark <http://finadmin.lafayette.edu/pay-bill> for future use
10. Authorized Users must access TouchNet Bill+Payment through the "AUTHORIZED USER ACCESS" button

## Student Billing Information

