



COLLEGE *of*
CHARLESTON

Adding an Authorized User

(ONLY STUDENTS)

From this page, you can give other (parents, employers, etc.) the ability to access your account information. In compliance with the Family Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without 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.

Step One: Select Authorized Users

The screenshot shows the College of Charleston student account portal. At the top left is the college logo and name. A navigation bar contains links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into three columns. The left column has an 'Announcement' section with text about due dates and eBill payments. The middle column features a 'Student Account' summary with a balance of '\$0.00' and buttons for 'View Activity' and 'Make Payment'. Below this is a 'Statements' section with a 'Create Instant Statement' button. The right column is titled 'My Profile Setup' and contains a list of links: 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Security Settings', 'Electronic Refunds', and 'Auto Bill Pay'. A large red arrow points from the 'Authorized Users' link to the 'Click Authorized Users' text in the center of the page.

Announcement

Current due must be received by the date on the eBill to avoid late fees and hold flags placed on accounts. Balances now past due are subject to late fees and hold flags immediately. Payment can be made by credit card or eCheck through eBill. A Convenience fee of 2.85% will be charged on all credit card transactions. For questions concerning this bill please call the Treasurer's Office 843 953-5572 or see www.treasurer.cofc.edu for more information. eBill tutorials are available at <http://treasurer.cofc.edu>

[International Students - Important Message:](#)

Now you can make your International payments in your own

To sign up for direct deposit of your refunds, complete your set the Refund

Student Account ID: xxx 24

Amount Due \$0.00

[View Activity](#) [Make Payment](#)

Statements

Click the button to view your current account balance and details. [Create Instant Statement](#)

My Profile Setup

- [Authorized Users](#)
- [Personal Profile](#)
- [Payment Profile](#)
- [Security Settings](#)
- [Electronic Refunds](#)
- [Auto Bill Pay](#)

Term Balances

Click Authorized Users

Step Two: Complete Information



Authorized Users

Authorized Users

Add Authorized User

Click 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 requires 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.

Enter email address of Authorized User

Email address of the authorized user

treasurer@cofc.edu

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 payment history and account activity?

Yes

No

Cancel

Continue

Select "Continue" once all information is completed

Step Three: Agreement

Agreement to Add Authorized User

I hereby authorize **College of Charleston** to grant treasurer@cofc.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.

Review the Authorized User Agreement, check "I Agree" and click "Continue"

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

Print Agreement

Continue

Step Four: View Authorized User(s)



Authorized Users

Notify the Authorized User that they will receive an email with login instructions.

Thank you. We have sent an e-mail to treasurer@cofc.edu with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.

Authorized Users

Add Authorized User

Full name

Email address

Action

treasurer@cofc.edu



You can add as many Authorized Users as you choose

You can edit or delete Authorized Users at any time under the "Action" Column