



COLLEGE *of*  
CHARLESTON

# Adding an Authorized User (ONLY STUDENTS)

From this page, 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 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 on Authorized Users

Student Account Home - Internet Explorer  
[https://secure.touchnet.com/C20590\\_tsa/tapp?tapp-stoken=Z6FpQPCqg8h&Navigate=welcome.jsp&OnError=welcome.jsp&RELOAD\\_CURR\\_ACT=true&PPM\\_ENROLL\\_TERM\\_ID=59](https://secure.touchnet.com/C20590_tsa/tapp?tapp-stoken=Z6FpQPCqg8h&Navigate=welcome.jsp&OnError=welcome.jsp&RELOAD_CURR_ACT=true&PPM_ENROLL_TERM_ID=59) Identified by thawte Primary Root CA - G3


Logged in as: Paul Test | Logout


My Account   Make Payment   Payment Plans   Deposits   Refunds   Help

### 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 2.75% 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](http://www.treasurer.cofc.edu) for more information. eBill tutorials are available at <http://treasurer.cofc.edu/eBill%20Tutorials/index.php>.

 One or more of the credit cards have expired, and can no longer be used for making payments. [Edit Payment Information](#)

 To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Click on Authorized Users






<b>Student Account</b>	ID: xxxx8021
Balance	\$0.00
<a href="#">Make Payment</a>	<a href="#">View Activity</a>

### Statements

Your latest eBill Statement  
Statement (8/21/15) - \$0.01 [View](#)

### Term Balances

### My Profile Setup

-  Authorized Users
-  My Payment Profile
-  Electronic Refunds
-  Auto Bill Pay
-  Notifications

# Step Two: Complete Information

Authorized Users - Internet Explorer  
https://secure.touchnet.com/C20590\_tsa/tapp?tapp-stoken=rjeAhyPdNwc&Navigate=proxy\_users.jsp&OnError=welcome.jsp TouchNet Information Systems, Inc. [US]

COLLEGE of CHARLESTON 1770

Logged in as: Paul Test | Logout

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

## Authorized Users

From this page, 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.

▶ Current Authorized Users

▼ Add Authorized User

E-mail 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 payment history and account activity?  Yes  No

Enter email address of authorized user.

Select continue once all information is completed.

# Step Three: Agreement

## Authorize

From this page, you can authorize a user to view your accounts and payment information. Your written consent is required for access to your data.

Additional Rights  
 Authorized user is  
 DO NOT have

Current Authorized Users

If you delete an authorized user, you will lose access to scheduled or automatic payments.

Applied

Full name:		
David Katz	KATZD@COFC.EDU	Edit   Delete   Show Agreement
Sabrina Nelson	nelsonsl@cofc.edu	Edit   Delete   Show Agreement
	harnesser@cofc.edu	Edit   Delete   Show Agreement

**Agreement to Add Authorized User**

I hereby authorize **College of Charleston** to grant mjconlin@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.

This agreement is dated Friday, June 16, 2017.

For fraud detection purposes, your internet address has been logged:  
 153.9.3.27 at 6/16/17 11:43:35 AM 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

Check "I Agree" and select continue

▶ Add Authorized User

# Step Four: View Added Authorized User

Authorized Users - Internet Explorer  
 https://secure.touchnet.com/C20590\_tsa/web/proxy\_users.jsp  
 Identified by thawte Primary Root CA - G3

Logged in as: Paul Test | Logout

My Account Make Payment Payment Plans Deposits Refunds Help

## Authorized Users

Thank you. We have sent an e-mail notification to this person  
 (Note: Authorized users have their own login ID's and passwords)

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▼ Current Authorized Users

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
	mjconlin@cofc.edu	Edit   Delete   Show Agreement

► Add Authorized User

Notify the authorized user that they will receive an e-mail with login instructions

You may add as many authorized users as you choose.

You may edit or delete an authorized user at any time.