On July 1st 2015 the university changed payment processor for all student electronic payments. This difference has changed the way students view and pay their UT tuition and fees. Proxy Access that previously granted access to view the e-statement is no longer valid. As of now, proxy access will only be used for viewing student record items such as unofficial transcript, holds, midterm and final grades, and the student's schedule. The following note can be seen in the "Proxy Access" tab.

Please Note: Proxy access no longer grants access to your student bill. To set this up you must add an Authorized User to your payment account.

If a student wishes to allow parents/guest to view and pay their fee bill, he/she must also set a parent/guest up as an Authorized User in the TouchNet Payment Center. This is different than Proxy access and requires a separate authorization and login. This is done in a manner similar to how they set a parent/guest up for proxy access. To set a parent/guest up as an Authorized User, please follow the steps outlined below and on the following pages of this document. Again, please remember that being an Authorized User is only for the TouchNet Payment Center and is not replacing the Proxy access for viewing student record information listed above.

To begin, the student signs into the MyUT Portal (myut.utoledo.edu) and selects "View/Pay Bill (e-statement)" under the "My Accounts" section.

My Records Check Final Grades Update Directory Information/Release Status More Records Options...

My Financial Aid Apply for Aid Check Eligibility Status More Financial Aid Options...



The student will be asked to "Log into payment application" which logs them into TouchNet.

Personal Information Student Financial Aid Employee Proxy
Search Go
Payment Redirect
Log into payment application

If a new window is not automatically opened redirecting you to the TouchNet Payment Center, click the above button to input your user Id and password.

Once signed into TouchNet Student Account Payment Center, the student must select "Authorized Users" from the menu.

My Account Payments Account Activity Personal Profile Pay	ment Methods Authorized Users
Account Alerts	My Account
No alerts at this time. Announcements	Current Account Status Balance: Estimated Einancial Aid:
Please check back - no announcements at this time.	Balance Including Estimated Aid: Make a Payment View Account Activity

At the "Authorized Users" page, students can add the email address of the authorized user. They will select whether to allow the new authorized user the ability to view the student's payment history and account activity.

Account Pa	yments			
count Activity	Personal Profile	Payment Methods	Authorized Users	
Authorized	Users			
From this pag the Family Ed	e, you can give other ucational Rights and	s (parents, employers, Privacy Act of 1974 (FE	etc.) the ability to acc ERPA), your student fi	ess your account information. In compliance with nancial records may not be shared with a third
information ar methods, acad	your written consent. Id make payments on lemic records, or othe	Adding an authorized your behalf. Please no er personal information	user is your written co ote that authorized use n.	onsent that an individual may view your account rs DO NOT have access to your stored payment
 Add Auth E-mail address 	your written consent. di make payments on lemic records, or othe prized User of the authorized user:	Adding an authorized your behalf. Please nc er personal information	user is your written co ote that authorized use	onsent that an individual may view your account rs DO NOT have access to your stored payment
Add Auth E-mail address Would you like account activity	your written consent. Ind make payments on lemic records, or other prized User of the authorized user: to allow this person to ?	Adding an authorized your behalf. Please no er personal information	user is your written co to that authorized usen n. y and ⊛ Yes ◯ No	onsent that an individual may view your account rs DO NOT have access to your stored payment

You must check the "I Agree" Box, then Click "Continue"

Agreement to Add Authorized User
I hereby authorize University of Toledo to grant ttpurplechick@gmail.com partial access to my accounts, including ability to view my payment history and/or make payments accordingly. My payment methods, billing statements, 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 Wednesday, July 15, 2015.
For fraud detection purposes, your internet address has been logged:
131.183.0.122 at 7/15/15 9:38:15 AM EDT
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 sheets the box below to agree to the terms and continue.
✓ I Agree
Print Agreement Continue Cancel

×

Once the authorized user's email is set up, he/she will be able to view the bill and make payments to the student account. The authorized user will receive two emails like the ones below:

------ Message 1 -----From: <Treasurer@utoledo.edu> Date: Tue, Jul 14, 2015 at 5:18 PM Subject: You have been given access To: jsmith102@gmail.com

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments and more.

====== ACCESS INFORMATION ======= Student Name --- [Sally Smith] Username --- [jsmith102@gmail.com]

------ Message 2 ------From: <Treasurer@utoledo.edu> Date: Tue, Jul 14, 2015 at 5:18 PM Subject: Your access information To: jsmith102@gmail.com

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message.

====== ACCESS INFORMATION ====== Student Name --- [Sally Smith] Password --- [ymrnahhevu]

Now the parent/guest (Authorized User) will go to myut.utoledo.edu and login using the "Parent/Guest Payment" as outlined below:



This will take you to the page that explains the "Authorized User" role and a link to log on



You are now ready to login to the TouchNet site. Make sure that authorized users use the lower box for login as outlined below. Use the email that you received the access information from (see emails on previous page) as well as the password you received to login to this site.

Students and Staff	Welcome
*Indicates required information *University ID:	Welcome to University of Toledo Student Account Suite. This site is a 24x7 service offered to students and their families for making payments and managing their student account.
*Password: Login	Students and staff may log in using their University ID and Password. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to rocketsolutioncentral@utoledo.edu .
Authorized Users	Student Account Suite Features
Login for parents or others who have been granted access.	Student Account Center
*E-mail:	Check your balance.
*D	Make a payment towards your balance.
Passwulu:	 Store your payment methods for quick and easy payment.
Login	 As a student, provide permission to others (parents, employers, etc) to make payments.
Forgot your password? Have a temporary password e-maile to you	d d

Once in the TouchNet site the authorized user will complete a profile (if this is the first time logging in) and set a password requiring at least 6 characters and at least 1 number or special character. Fill in all boxed outlined in red on this document, then click save. Now that the profile is set and the password is changed, the Authorized User is ready to view/pay your bill.

Profile Setup	
For security reasons, please change your password.	
Name and E-mail Address	
*Indicates required fields	
Your login ID:	JSMITH102@GMAIL.COM
*First Name:	
*Last Name:	
E-mail address:	jsmith102@gmail.com
Password Change	
*Enter your new password: (minimum 7 characters and at least one number or special character)	
*Confirm your new nassword:	

Now you will see the balance owed. If you want to view the bill, click "View Account Activity" and if you would like to pay the bill, first set up your Payment Methods under "Payment Methods" found on the gray menu bar. After you have set up your payment method, you are now ready to make a payment by clicking the green "Make a Payment" button and follow the prompts. Please "Log Out" in the upper right hand corner when you are done with viewing and/or making a payment.

	Important Info Ask for Help Log Ou Student Account for: Sally Smith Logged in as: John Sm
y Account Payments	
ccount Activity Personal Profile Pay	yment Methods Select Student
Profile changes were saved.	
Profile changes were saved. Account Alerts	My Account
Profile changes were saved. Account Alerts No alerts at this time.	My Account Current Account Status

Hopefully this documentation helps understand the changes in the system for students and Authorized Users viewing and paying the student account.