

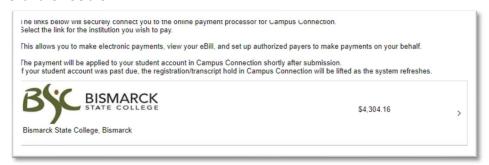
Campus Connection Help Sheet Setup Authorize Payer to make a Payment

Setting up an Authorize Payer allows someone other than the student to make an online payment. The Authorize Payer must have an email account.

- 1. Login to Campus Connection.
- 2. Enter User ID and Password. Click Log in.
- 3. On your Student Homepage, click the **Financial Account** tile.
- 4. Click Pay Online Now.



5. Click the **BSC** tile.



6. Click Authorize Payers

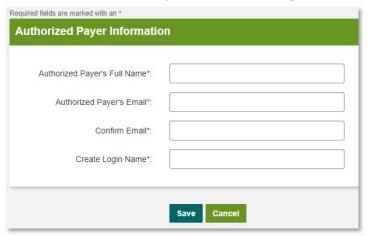


7. Click Add New.



8. Enter Authorized Payer Information and click **Save**.

NOTE: The login name must be unique. If one person is an Authorized Payer for more than one student, the same email address may be used, but the Login Name is required to be different.



- 9. The Authorized Payer will receive an email where they will see the username the student created and have a link to create their password. The Authorized Payer must create a password. This email also contains a link for making payments. The Authorized Payer should save this email as it contains the link to make future payments.
- 10. When the Authorized Payer logins, they will have the option to View and Make Payment. The Authorized Payer should follow the steps in the help sheet Pay Online if they have questions about making an online payment.