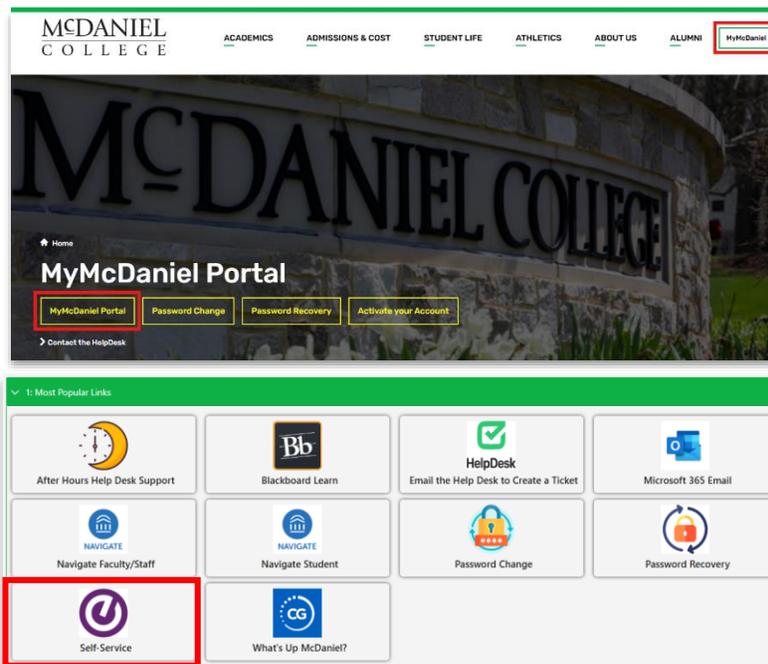


# How to Add an Authorized User McDaniel College

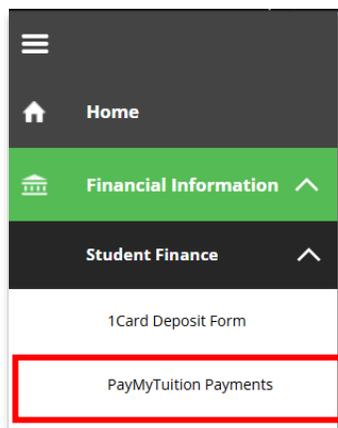


## Step 1: Student – Access the PayMyTuition Payment Center

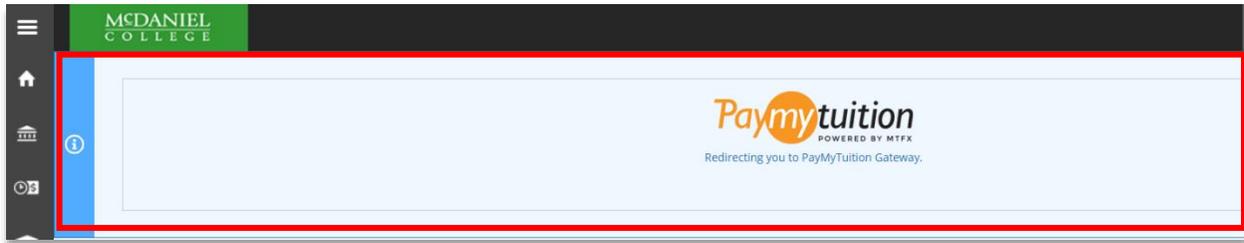
- Log in to the [MyMcDaniel Portal](#) and choose the Self-Service button.



- Once you have accessed your Self Service, proceed to the **Financial Information** section within the sidebar panel and select the **“PayMyTuition Payments”** tab:

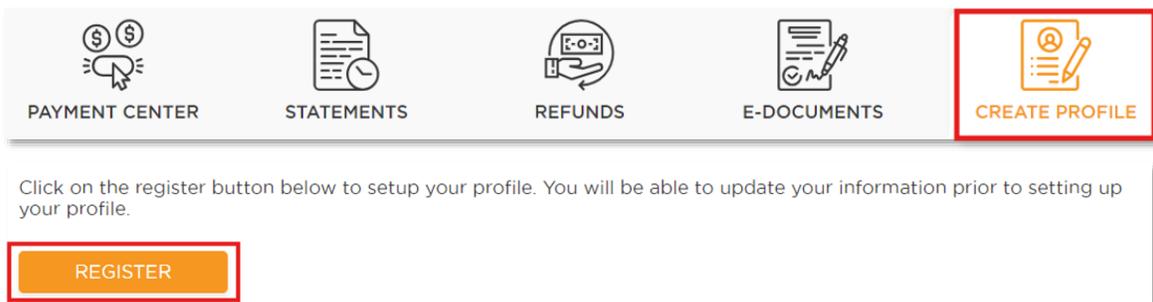


- Next, the “PayMyTuition” banner page will load and wait to be redirected to the PayMyTuition portal:



## Step 2: Student – Register for an Account with PayMyTuition

- Upon redirecting into the PayMyTuition portal, select “Create a Profile” and click the “Register” button.



- Complete your profile information and click “Create an Account.” Watch for an email from PayMyTuition confirming your profile has been created.

LOGIN/SIGN UP

Log in | Sign up

First Name: John

Last Name: Smith

Email address: johnsmith@outlook.com

Phone Number: 0000000000

Password: Password\*

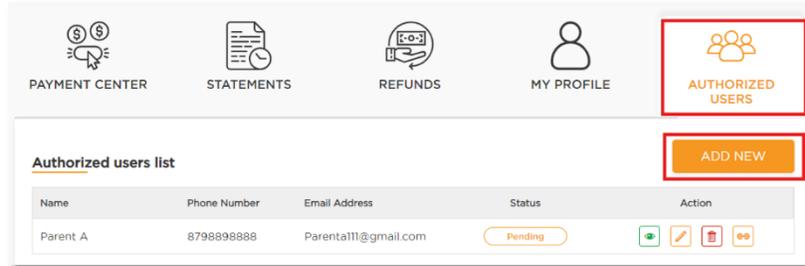
Confirm password: Confirm password\*

No Do you want to enable 2 factor authentication?

CREATE AN ACCOUNT

### Step 3: Student – Register an Authorized User

- Within the PayMyTuition portal, login to your PayMyTuition account. Select the “Authorized Users” tab and click the “Add New” button.

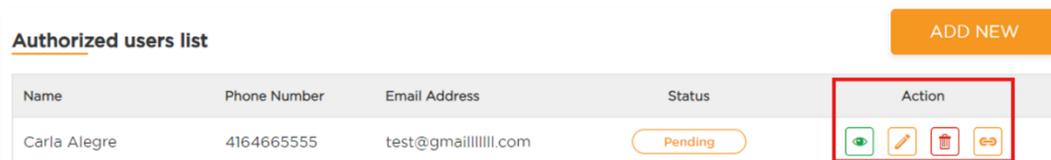


- Input your authorized users’ information. Remember to enable the correct permissions for your authorized user.
- Once you have completed the form, click “Add”. Your authorized user will receive an email from PayMyTuition requesting they register as a user.

The screenshot shows the 'ADD AUTHORIZED USER' form with the following fields and options:

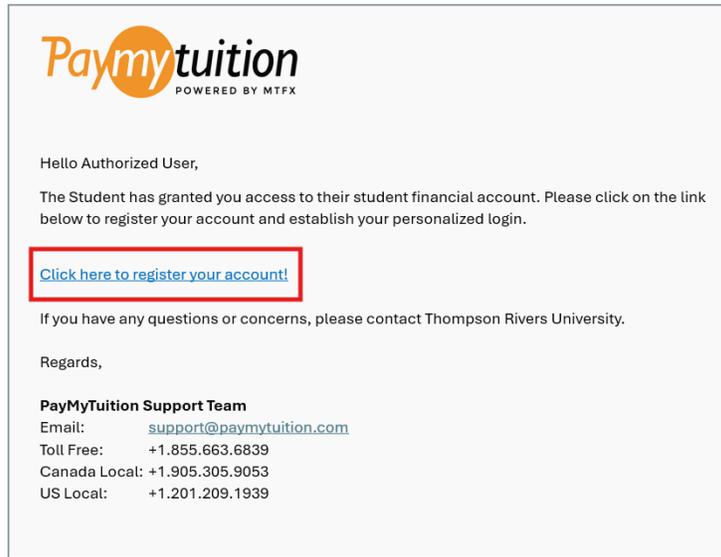
- First Name:
- Last Name:
- Email Address:
- Phone Number:
- Would you like to allow this person to view your payment history and account activity?  No
- Would you like to allow this authorized user to view all transactions?  No
- CANCEL button
- ADD button

- **Tip:** Within the “Action” column of your Authorized user list, you can view the status of your request, edit authorized user details, delete the authorized user from your account, and resend the email link for registration.



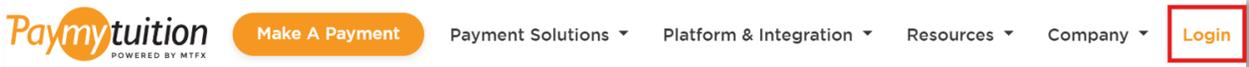
## Step 4: Authorized User – Complete Your Account Registration

- You will receive an email from PayMyTuition with a request to register for an account. **Click on the link within the email** to complete your account setup.



## Step 5: Authorized User – Accessing your PayMyTuition Account

- To access your PayMyTuition account as an Authorized User, visit [www.paymytuition.com](http://www.paymytuition.com) and select Login from the top of the screen.



- Input your email address and password and click Login to access the students' Payment Center to action on payments.

### **Questions for the McDaniel College team?**

- Contact McDaniel College Bursar Office at [bursaroffice@mcdaniel.edu](mailto:bursaroffice@mcdaniel.edu) or call 410-857-2209 to inquire about eligibility.

### **Need Assistance? The PayMyTuition student support team is happy to help.**

- Call 1.855.663.6839 (toll-free) or via one of their [local country contact numbers](#). You can also contact PayMyTuition Support at [support@paymytuition.com](mailto:support@paymytuition.com) or through their [support page](#).
- No matter what time zone you are in, you will have a dedicated customer support team available to you through live chat, email, and phone to answer any of your questions and help you with your payment.