How to Add an Authorized User
User
Thompson Rivers University

PaymyTuition

POWERED BY MTFX

Step 1: Student – Access the PayMyTuition Payment Center

Access the myTRU Student Portal homepage and select the "**Make a payment**" tile:

Follow the instructions on-screen to sign into your student portal:

Upon signing in you will be redirected to the **PayMyTuition Payment Center**.

Step 2: Student – Register for an Account with PayMyTuition

Upon redirecting into the PayMyTuition portal, select "**Create a Profile**" and click the "**Register**" button.
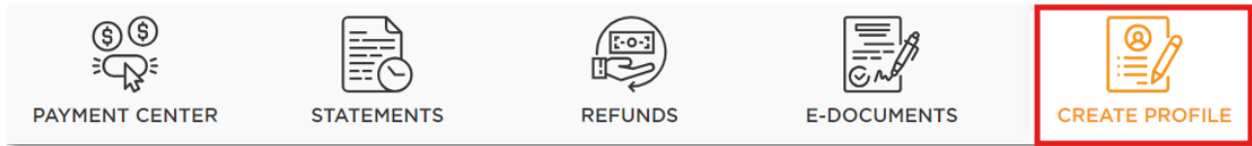
Click on the register button below to setup your profile. You will be able to update your information prior to setting up your profile.

REGISTER

Complete your profile information and click "**Create an Account.**"

Be on the look for an email from PayMyTuition confirming your profile has been created.

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.
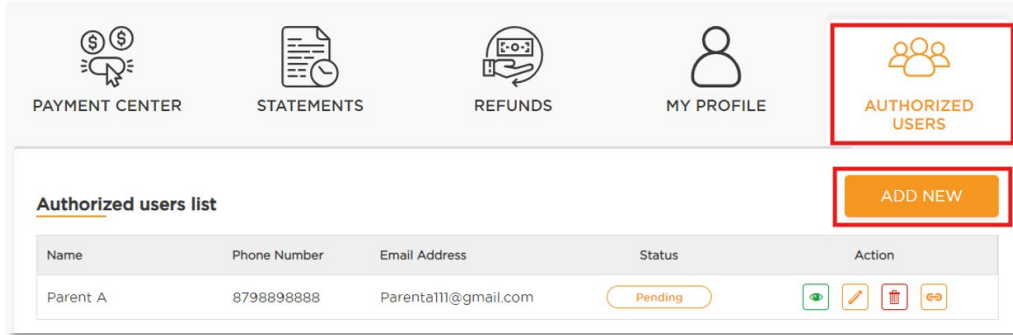
Input your authorized users' information. Remember to enable the correct permissions for your authorized user.

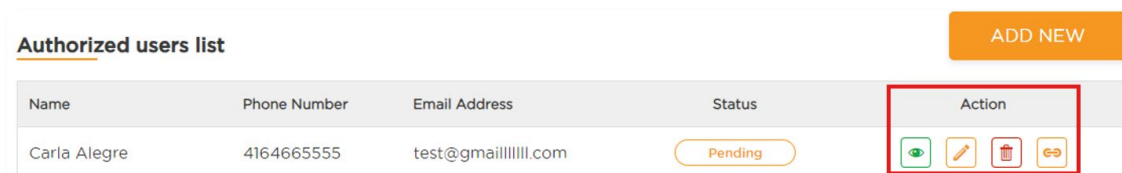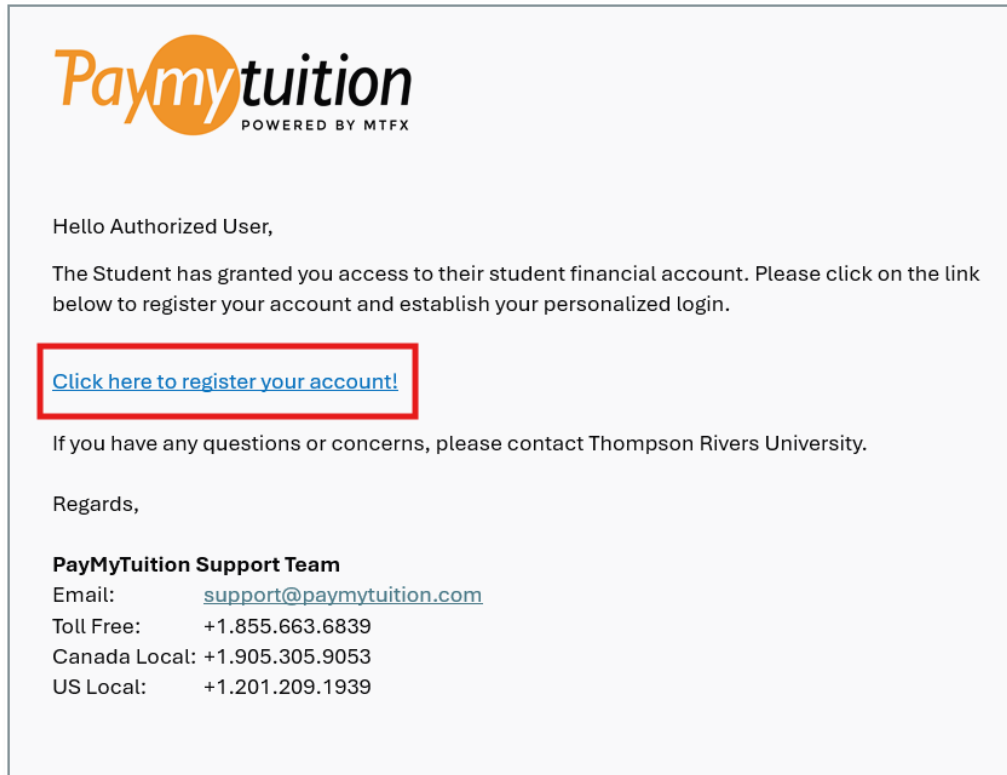Once you have completed the form, click "**Add**". Your authorized user will receive an email from PayMyTuition requesting they register as a user.

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:

Hello Authorized User,

The Student has granted you access to their student financial account. Please click on the link below to register your account and establish your personalized login.

Click here to register your account!

If you have any questions or concerns, please contact Thompson Rivers University.

Regards,

PayMyTuition Support Team
Email: support@paymytuition.com
Toll Free: +1.855.663.6839
Canada Local: +1.905.305.9053
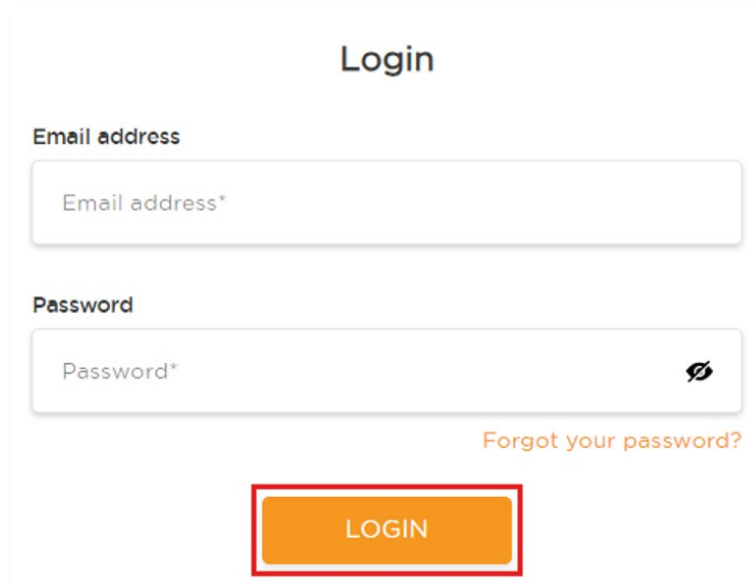US Local: +1.201.209.1939

Step 5: Authorized User – Accessing your PayMyTuition Account

To access your PayMyTuition account as an Authorized User, visit www.paymytuition.com and select Login from the top of the screen:
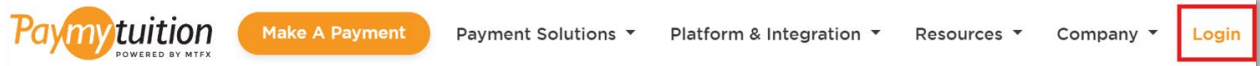
Input your email address and password and click Login to access the students' Payment Center to action on payments: