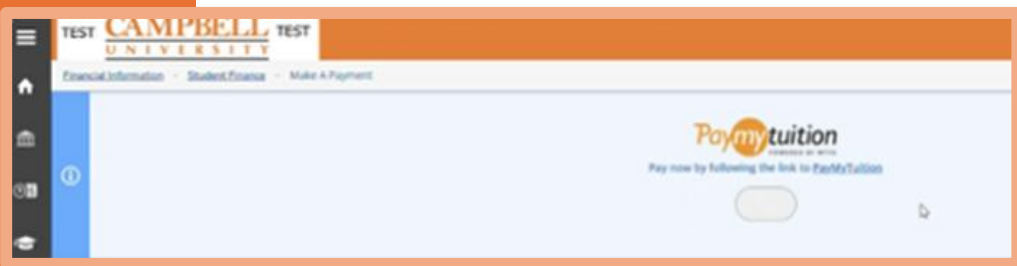
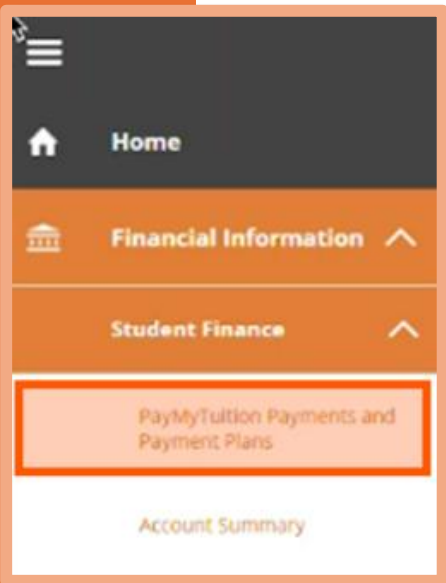


✓ **Sign in at:** <https://ss.campbell.edu/>

✓ **Select the menu from the left-hand side**
Click on “Financial Information” and then “Student Finance”

✓ **Redirect to PayMyTuition**
The PayMyTuition banner will flash, and you will be automatically redirected to the PayMyTuition portal



PAYMENT CENTER **STATEMENTS** **REFUNDS** **E-DOCUMENTS** **CREATE PROFILE**

Setup your profile

Once you have setup your profile you will be able to:

- Setup notifications via email or SMS
- Setup payment options and schedule your payments
- Add authorized users to your account
- Manage your refunds and setup auto-deposits

Profile Information

First Name: Last Name:
Student ID: Preferred Email Address:

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

ADDING AN AUTHORIZED USER TO YOUR PAYMYTUITION PROFILE – STUDENT INSTRUCTIONS

Step 1: Register for an Account with PayMyTuition

✓ Upon redirecting into the PayMyTuition portal, select **CREATE PROFILE** and click the **REGISTER** button.

LOGIN/SIGN UP

Log in **Sign up**

First Name: John Last Name: Doe
Email address: Phone Number: 1112223333
Password: Password* Confirm password: Confirm password*

☒ Yes Do you want to enable 2 factor authentication?

How you would like to receive your verification code?
☒ Via Email

CREATE AN ACCOUNT

- ✓ Complete your profile information and click **CREATE AN ACCOUNT**.
- ✓ Be on the look for an email from PayMyTuition confirming your profile has been created.

FAQ's

Contact Us

Login

English



Step 2: Add an Authorized User



Within the PayMyTuition portal, login to your PayMyTuition account.

The screenshot shows the PayMyTuition portal interface. At the top, there is a navigation bar with links for 'FAQ's', 'Contact Us', 'Login', and 'English' (with a dropdown arrow). Below this, a secondary navigation bar contains icons and labels for 'PAYMENT CENTER', 'STATEMENTS', 'REFUNDS', 'MY PROFILE' (highlighted with an orange background and an arrow), and 'E-DOCUMENTS'. The 'MY PROFILE' section is active, displaying 'My profile' and 'Personal details'. To the right, there are 'Notification settings' for 'Alerts and reminders', 'Payment notifications', 'Default phone number', and 'Default email address'. At the bottom, there are two tabs: 'Active Payment Options' and 'Authorize User List' (highlighted with an orange background and an arrow). Below the 'Authorize User List' tab, there is a section titled 'Authorized users list' and a red-bordered button labeled 'ADD NEW'.



Select the **MY PROFILE** section and click **Authorize User List** at the bottom of the page. Select **ADD NEW**.

ADD AUTHORIZED USER

First Name

First name*

Last Name

Last name*

Email Address

Email address*

Phone Number

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

Would you like to allow this authorized user to view your electronic document center?

☐ No

CANCEL

ADD

Authorized users list					ADD NEW
Name	Phone Number	Email Address	Status	Action	
Carla Alegre	4164665555	test@gmaillllll.com	Pending		

- ✔ Input your authorized user information. Remember to enable the correct permissions for your authorized user by toggling the security options available.
- ✔ Once you have completed the form, click **ADD**. Your authorized user will receive an email from PayMyTuition requesting they register as a user.
- ✔ Students can track the status of their authorized user request, edit authorized user details, delete the authorized user from their account, and resend the email link for registration within their Authorized users list dashboard.



Hello Authorized User,

John Doe 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, please contact us directly or your dedicated department at Campbell University.

Regards,

PayMyTuition Support Team

Email: studentrefunds@paymytuition.com

Toll Free: [+1.855.663.6839](tel:+18556636839)

Canada Local: [+1.905.305.9053](tel:+19053059053)

US Local: [+1.201.209.1939](tel:+12012091939)



Make A Payment

Payment Solutions ▾

Platform & Integration ▾

Resources ▾

Company ▾

Login

Enter a world of
seamless payments.



PAYMENTS



PAYMENT
CENTER



REFUNDS



AUTHORIZED
USERS



MY PROFILE



AGREEMENTS

Payment Status

\$2,876.53

ACCESSING YOUR STUDENTS' PAYMYTUITION PROFILE – AUTHORIZED USER INSTRUCTIONS

Step 1: Complete your Account Registration with PayMyTuition

- ✔ 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 2: Access your PayMyTuition Account as an Authorized User

- ✔ 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 your students' Payment Center and view or action on payments.