Student Account Suite (Bill + Payment)

How to designate an authorized user

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Would you like to designate someone else (such as a parent, guardian or spouse) to view your Sul Ross account and make payments on your behalf?

Now you can set up authorized users!

Doing so will give them access to your student financial records, but they will not be able to see your stored payment methods, academic records or other personal information.
Access the Bill + Payment Account Suite through Banner Self-Service.

If you do not know how to access Banner Self Service, please see the “Access Your Account” instructions on the Cashiers Bill + Payment website.
Click on “Authorized Users”
Enter the email address of the authorized user and answer the 3 yes-or-no questions. Click “continue.”
Check “I Agree,” print the agreement and then click “Continue.”
The authorized user will receive an email with instructions on how to log in and view your account.

Please note that if you delete an authorized user, any future payments already scheduled by that person will be cancelled.
The authorized user will receive 2 emails:

**You have been given access** from Cashier-NoReply@sulross.edu to you  
10:02 AM

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. You will log in with the username shown below. For security, the initial password for this account is sent in a separate message.

**ACCESS INFORMATION**

Student Name: [redacted]
Username: [redacted]

**You access information** from Cashier-NoReply@sulross.edu to you  
10:02 AM

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 URL & password shown below. For security, your username for this account is sent in a separate message.

https://secure.touchnet.com/C20202_tsa/webLogin.jsp

**ACCESS INFORMATION**

Student Name: [redacted]
Password: [redacted]
To make or schedule payments, the authorized user should log into:
https://secure.touchnet.com/C20202_tsa/web/login.jsp
Sign in as an authorized user. The first time you sign in, you will be asked to change your password.
Once your are signed in, you can proceed to make a payment. To learn how to do this, go to the “Making a Payment” or “Installment Plan” instructions.
Questions?

• Visit the cashiers website [www.sulross.edu/page/902/cashiers-office](http://www.sulross.edu/page/902/cashiers-office)

• Contact the One Stop Shop in Alpine (Lawrence Hall) or your local RGC Business Services Office.