



Student Account Suite (Bill + Payment)

How to designate an authorized user

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Reserved

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.

The screenshot shows the Banner Self-Service interface for the Bill + Payment Account Suite. At the top left is the SUL ROSS logo with a star. To its right is the text "[BILL + PAYMENT]". Further right, it says "SUL ROSS STATE UNIVERSITY" and "UNIVERSITY OF TEXAS STATE UNIVERSITY SYSTEM". On the far right, it says "Logged in as [redacted] | Logout". Below the header is a navigation bar with a home icon and the following links: "My Account", "Make Payment", "Payment Plans", "Refunds", and "Help".

If you do not know how to access Banner Self Service, please see the “Access Your Account” instructions on the Cashiers Bill + Payment website.

Announcement

Welcome to your Student

Account Center! Here you can view your College bills and recent account activity as well as make payments and store payment profiles. In addition, you can set up your parents or guardians to access your bills and make payments on your account.

Visit the Cashiers Office website for information regarding:

- College costs
- Fee descriptions
- Refund policies
- Payment and Collection policies



To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.

Student Account

ID: xxxxx2620

Balance

\$500.00

[Make Payment](#)

[View Activity](#)

[Enroll in Payment Plan](#)

Statements

You currently do not have any billing statements.

Term Balances

Fall 2017

\$500.00

My Profile Setup



[Authorized Users](#)



[My Payment Profile](#)



[Electronic Refunds](#)



[Notifications](#)



Click on “Authorized Users”

SUL★
ROSS [BILL + PAYMENT] SUL ROSS STATE UNIVERSITY UNIVERSITY OF THE TEXAS STATE UNIVERSITY SYSTEM

Logged in as [REDACTED] | Logout

Home My Account Make Payment Payment Plans Refunds Help

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Authorized Users



My Payment Profile

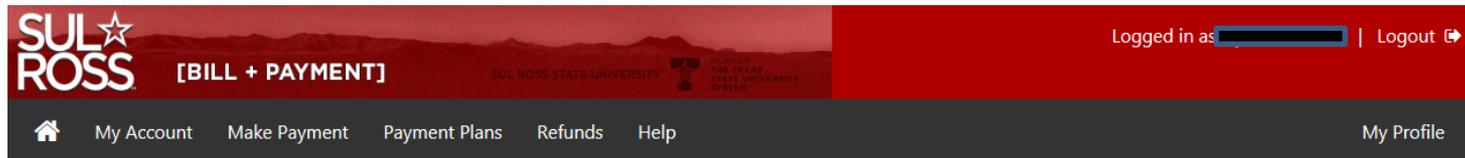


Electronic Refunds



Notifications

Enter the email address of the authorized user and answer the 3 yes-or-no questions.
Click “continue.”



Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Add Authorized User

E-mail address of the authorized user:

HarryLobo@yahoo.com

Would you like to allow this person to view your billing statement and account activity?

Yes No

Would you like to allow this person to view your 1098-T tax statement?

Yes No

Would you like to allow this person to view your payment history and account activity?

Yes No

Continue

Cancel

Check “I Agree,” print the agreement and then click “Continue.”

SUL ROSS [BILLING] | Logged in as [redacted] | Logout

Agreement to Add Authorized User

I hereby authorize **SUL ROSS STATE UNIVERSITY** to grant HarryLobo@yahoo.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Tuesday, June 27, 2017.

For fraud detection purposes, your internet address has been logged:
199.115.210.2 at 6/27/17 11:50:39 AM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

I Agree

E-mail address of authorized user: [redacted]

Would you like to allow this person to view your billing statements and account activity? Yes No

Would you like to allow this person to view your 1098-T tax statement? Yes No

Would you like to allow this person to view your payment history and account activity? Yes No

The authorized user will receive an email with instructions on how to log in and view your account.

SUL ROSS [BILL + PAYMENT] SUL ROSS STATE UNIVERSITY THE TEXAS STATE UNIVERSITY SYSTEM Logged in as: [redacted] | Logout

Home My Account Make Payment Payment Plans Refunds Help My Profile

Authorized Users

Thank you. We have sent an e-mail to HarryLobo@yahoo.com with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.
(Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Current Authorized Users

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
	HarryLobo@yahoo.com	Edit Delete Show Agreement

► Add Authorized User

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]
=====

▶ **Your 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/web/login.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

SUL ROSS [BILL + PAYMENT] SUL ROSS STATE UNIVERSITY THE TEXAS STATE UNIVERSITY

Authorized Users

Login for parents or others who have been granted access.

*Email:

*Password:

[Login](#)

[Forgot your password?](#)
Have a temporary password emailed to you.

Welcome

Welcome to SUL ROSS STATE UNIVERSITY Student Account Suite. This 24x7 service lets students and their families view bills, make payments, and manage the student account. Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to cashiers@sulross.edu.

Student Account Suite Features

- Student Account Center
 - Check your balance.
 - Make a payment towards your balance.
 - View your payment history.
 - Store your payment methods for quick and easy payment.
 - As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.
- E-Billing
 - View and print your billing statement.
- Payment Plan Management
 - Enroll in a payment plan so you can pay your balance in installments.
 - View your current payment plan status.
 - Make a payment toward one of your installments.
 - Schedule future installment payments.
- Refunds
 - Enter your bank account information so that refunds can be deposited into your account electronically.

Sign in as an authorized user. The first time you sign in, you will be asked to change your password.

SUL ROSS [BILL + PAYMENT]

Authorized Users

Login for parents or others who have been granted access.

*Email:

*Password:

Login

Forgot your password:
Have a temporary password emailed to you.

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- E-Billing
 - View and print your billing statement.
- Payment Plan Management
 - Enroll in a payment plan so you can pay your balance in installments.
 - View your current payment plan status.
 - Make a payment toward one of your installments.
 - Schedule future installment payments.
- Refunds
 - Enter your bank account information so that refunds can be deposited into your account electronically.

Once you 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.

The screenshot shows the user interface of the SUL ROSS [BILL + PAYMENT] website. At the top, the logo for SUL ROSS is on the left, and the text "[BILL + PAYMENT]" is in the center. On the right, it says "Logged in as [redacted] | Logout". Below the header is a navigation bar with links for "My Account", "Make Payment", "Payment Plans", "Refunds", and "Help".

The main content area is divided into three columns:

- Announcement:** A section titled "Welcome to your Student Account Center!" with a paragraph of text and a list of links: "College costs", "Fee descriptions", "Refund policies", and "Payment and Collection policies".
- Student Account:** A section showing the account ID "xxxxx2620" and a balance of "\$500.00". It includes three buttons: "Make Payment", "View Activity", and "Enroll in Payment Plan".
- Statements:** A section stating "You currently do not have any billing statements."
- Term Balances:** A table showing a balance of "\$500.00" for "Fall 2017".
- My Profile Setup:** A sidebar menu with options: "Authorized Users", "My Payment Profile", "Electronic Refunds", and "Notifications".

Term	Balance
Fall 2017	\$500.00

Questions?

- Visit the cashiers website
www.sulross.edu/page/902/cashiers-office
- Contact the One Stop Shop in Alpine (Lawrence Hall) or your local RGC Business Services Office.

