



# TouchNet – Authorized User(s)

**Student Financials (Bursar)** 

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Fall 2024	Due: 08/15/2024	\$5,387.58
Spring 2024	Due: 01/08/2024	\$1,000.00
Winter 2023/2024	Due: 12/04/2023	\$1,111.00

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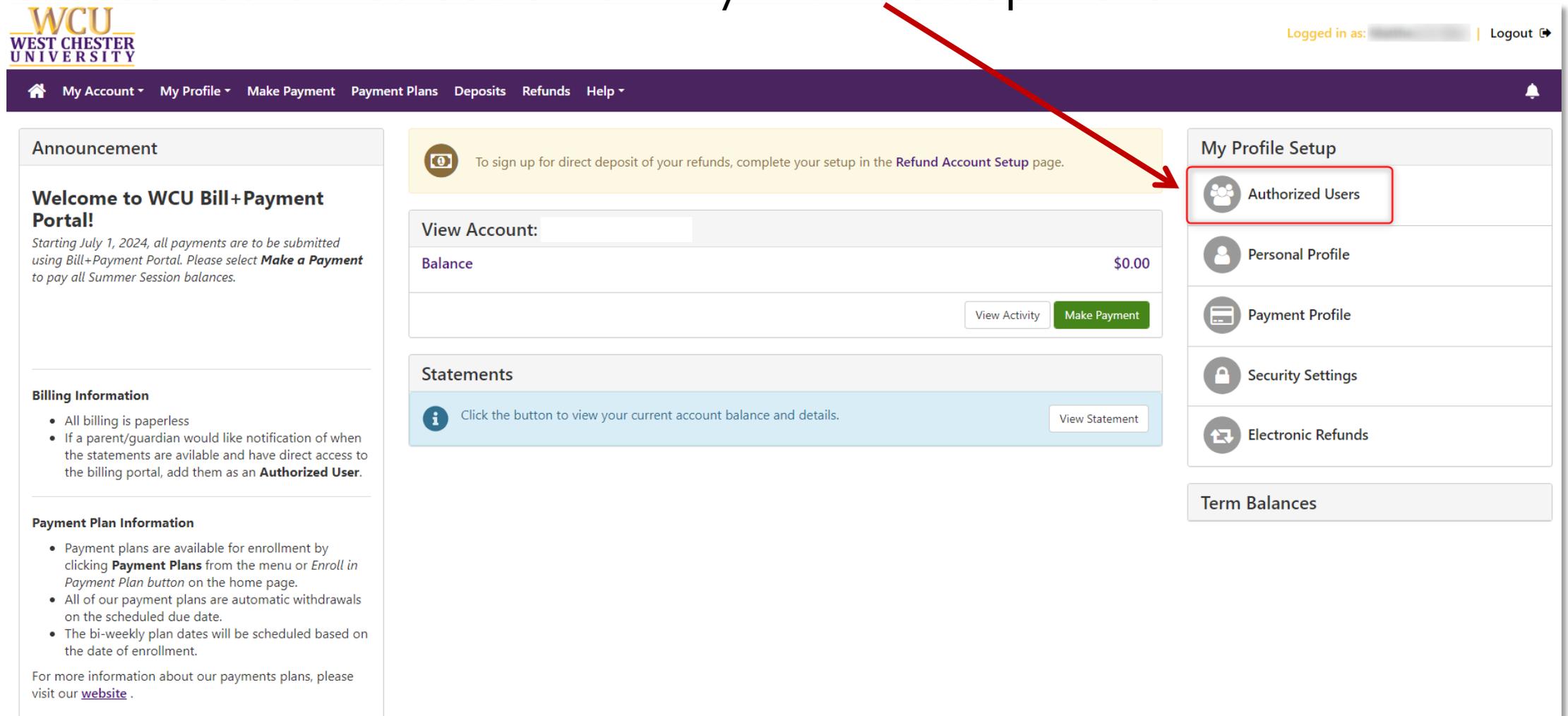
-  **Make a Payment**
-  View Account Activity
-  Enroll in Payment Plan
-  Enroll in Direct Deposit Refunds
-  International Payments

To designate an Authorized User, students will log into their RamPortal using their WCU ID and password.

They will then click on one of the links available under the Student Financials experience card. This will redirect them to Touchnet, our online portal to set up their authorized user(s).

# TouchNet – Authorized User(s)

## Choose Authorized Users from My Profile Setup menu



The screenshot displays the WCU Bill+Payment Portal interface. At the top left is the WCU logo. The top navigation bar includes links for My Account, My Profile, Make Payment, Payment Plans, Deposits, Refunds, and Help. The main content area is divided into several sections: an announcement, account balance information, statements, and a 'My Profile Setup' sidebar. The 'My Profile Setup' sidebar contains a list of options: Authorized Users, Personal Profile, Payment Profile, Security Settings, and Electronic Refunds. The 'Authorized Users' option is highlighted with a red box and a red arrow pointing to it from the text above. Below the sidebar is a 'Term Balances' section.

**WCU WEST CHESTER UNIVERSITY**

Logged in as: [redacted] | Logout

My Account | My Profile | Make Payment | Payment Plans | Deposits | Refunds | Help

### Announcement

#### Welcome to WCU Bill+Payment Portal!

Starting July 1, 2024, all payments are to be submitted using Bill+Payment Portal. Please select **Make a Payment** to pay all Summer Session balances.

#### Billing Information

- All billing is paperless
- If a parent/guardian would like notification of when the statements are available and have direct access to the billing portal, add them as an **Authorized User**.

#### Payment Plan Information

- Payment plans are available for enrollment by clicking **Payment Plans** from the menu or *Enroll in Payment Plan* button on the home page.
- All of our payment plans are automatic withdrawals on the scheduled due date.
- The bi-weekly plan dates will be scheduled based on the date of enrollment.

For more information about our payments plans, please visit our [website](#).

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

View Account: [redacted]

Balance \$0.00

View Activity | **Make Payment**

### Statements

Click the button to view your current account balance and details. [View Statement](#)

### My Profile Setup

- Authorized Users**
- Personal Profile
- Payment Profile
- Security Settings
- Electronic Refunds

### Term Balances

# TouchNet – Authorized Users

**My Profile Setup**

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds

## Authorized Users

[Authorized Users](#) [Add Authorized User](#)

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.

Email address of the authorized user

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 payment history and account activity?  Yes  No

Would you like to allow this person to receive your payment plan communications?  Yes  No

Enter the email of your Authorized User and toggle Yes or No to:

- ✓ Allow person to view **billing statement** and **account activity**
- ✓ Allow person to view **payment history** and **account activity**
- ✓ Allow person to receive your **payment plan communications**

# Bill+Payment – Authorized User(s) Access

The screenshot shows a web form titled "WCU Bill+Payment". At the top, there are two buttons: "Student and Staff" and "Authorized User". The "Authorized User" button is highlighted with a blue border. Below this, a yellow box contains the text: "For Authorized Users only Please enter your credentials to access your student's account." Underneath are two input fields: "Email:" and "Password:". To the right of the "Password:" field is a green "Login" button. To the left of the "Login" button is a link that says "Forgot Password". At the bottom, another yellow box contains contact information: "If you need assistance, please contact the Bursar's Office at [bursar@wcupa.edu](mailto:bursar@wcupa.edu) or (610) 436-2552". A red arrow points from the text on the right to the "Email:" input field.

- The Authorized User(2) will receive two separate emails
1. Provides their username and confirmation of their access
  2. Temporary password to set up their account

The Authorized user will then enter their username and temporary password here, using the link provided in the email. Click login

*NOTE: your student will need to grant access to any Authorized User to gain access.*

# TouchNet – Authorized Users

The Authorized User(2) will receive two separate emails

1. Provides their username and confirmation of their access
2. Temporary password to set up their account

## Authorized User Profile Setup

Reset password. Please enter a new password.

\* Indicates required fields

Full name:\*

First name

Last name

Password Requirements

**Minimum 12 character length and must contain the following:**

- 1 upper case letter
- 1 lower case letter
- 1 number
- 1 of the following special characters:  
!"#\$%&'()\*+,-./:;<=>?@[^\_`{|}~

New password:\*

Confirm password:\*

Cancel

Continue

# TouchNet – Authorized Users

## My Profile

Personal Profile

Payment Profile

Security Settings

- Your profile changes were saved.
- Your password has been successfully changed.
- You can add or update your personal information.

\*Full name

Edit

Login ID | Email address

Edit

Password

Edit

If you choose to enter a secondary email address, emails generated by this system will be sent to both addresses.

Secondary email address:

Edit

To get text messages about selected account events, enter your mobile phone number and carrier.

Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.

**Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.**

Mobile Number

Edit

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

After a new password is created, the Authorized User will have access to view their:

- Personal Profile
- Payment Profile
- Security Settings

The Authorized User may navigate to their home page to view their student's bill, submit payment, or enroll in a payment plan