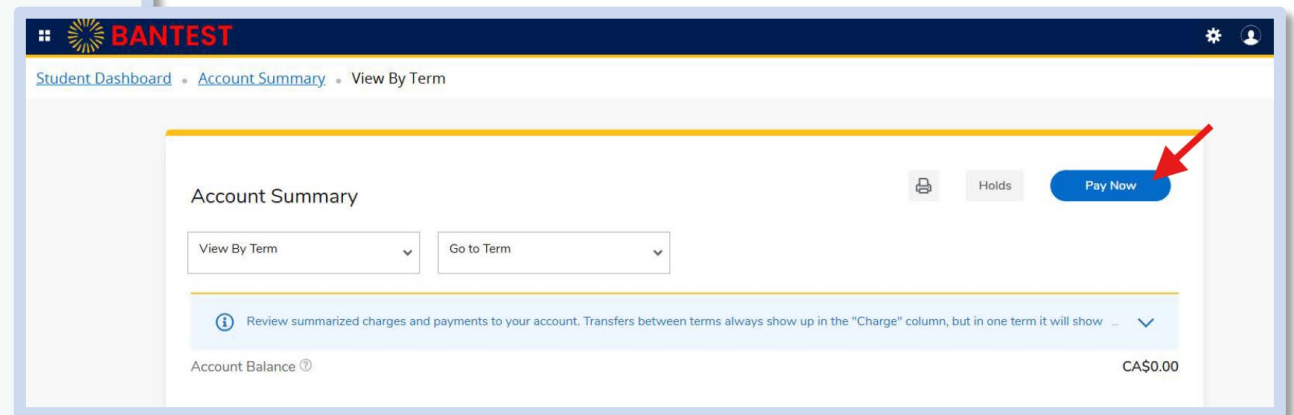
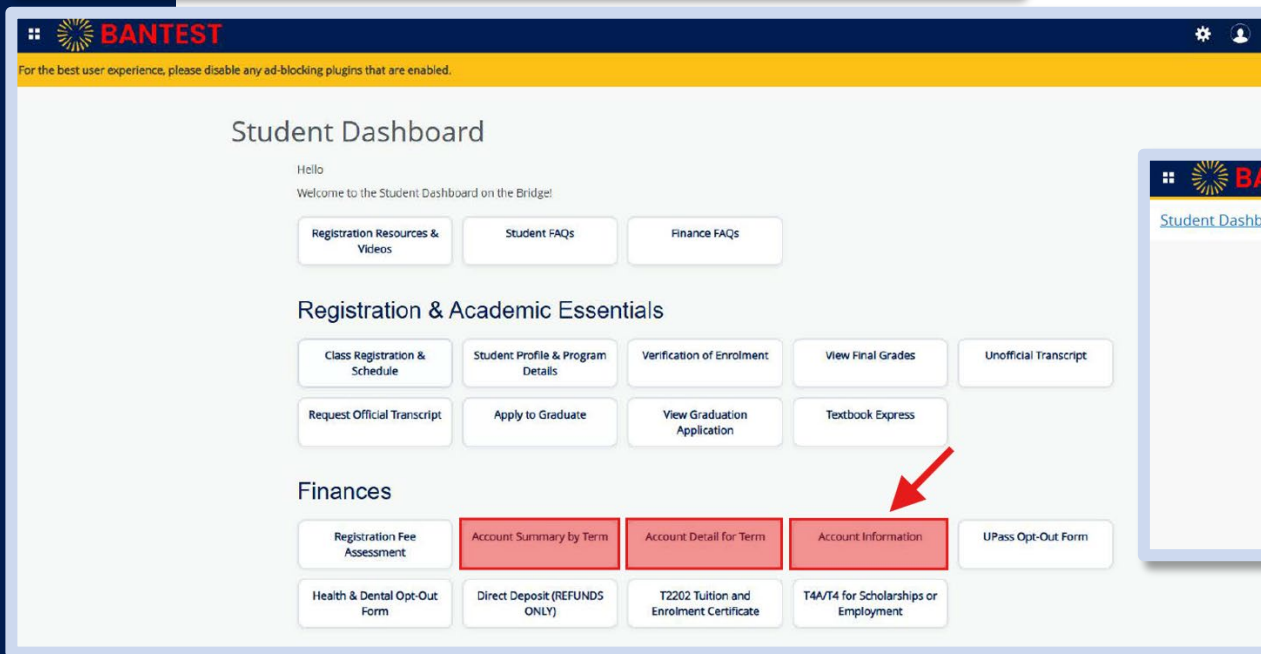


✓ Log into your **Bridge** student account by selecting the **“Students”** tile

✓ From the dashboard, choose **“Account Summary by Term”**, **“Account Detail for Term”**, or **“Account Information”**

✓ Select the **“Pay Now”** button to be redirected to PayMyTuition and initiate your payment.



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 select the **REGISTER** button.

LOGIN/SIGN UP

Log in **Sign up**

First Name: John Last Name: Doe

Email address: Phone Number: 1112223333

Password: Confirm password:

☐ Yes ☐ No 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 select **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.

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

My profile

Personal details

Notification settings

Alerts and reminders : None

Payment notifications : None

Default phone number :

Default email address :

Active Payment Options

Authorize User List

Authorized users list

ADD NEW

- ✓ Select the **MY PROFILE** section and select **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	<div><div></div><div></div><div></div><div></div></div>	

- ✔ 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, select **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 the University of Lethbridge.

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)



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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. Select 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 select **Login** to access your students' Payment Center and view or action on payments.