University of Lethbridge
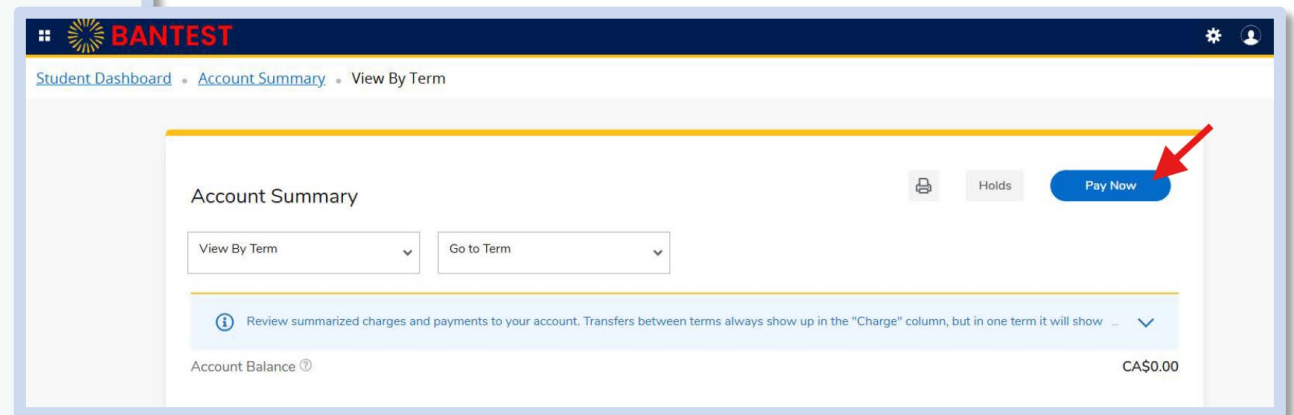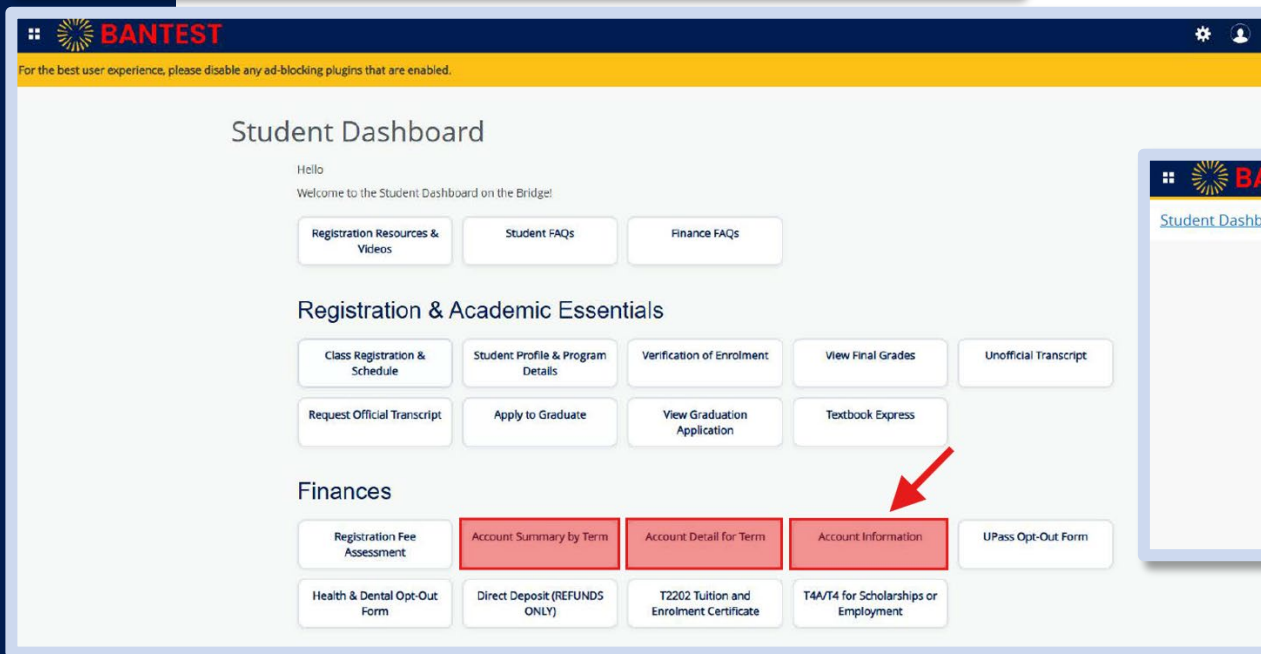
Log into your **Bridge** student account by selecting the "**Students**" tile

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.

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.

✓ Complete your profile information and select **CREATE AN ACCOUNT.**

✓ Be on the look for an email from PayMyTuition confirming your profile has been created.

Step 2: Add an Authorized User

✓ Within the PayMyTuition portal, login to your PayMyTuition account.

✓ 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

- 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.

Authorized users list

ADD NEW

Name	Phone Number	Email Address	Status	Action
Carla Alegre	4164665555	test@gmailllllll.com	Pending	

- 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.

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.