

Add Authorized Payers to the Transact Payment System

Online payments can be made by the student or an authorized Payer. You can add authorized Payers in the Transact payment portal to give others (parents, guardians, etc.) the ability to access your billing information and pay tuition and fees without having to share passwords.

Multiple authorized Payers can be added.

With authorized Payer access, these users will be able to:

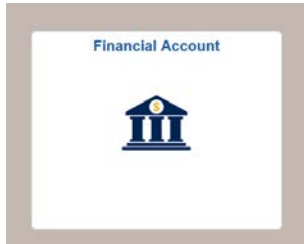
- View their student's financial account information
- Make payments on their student's behalf
- Receive ebill notifications to their email address
- Sign up for text alerts

Authorized Payers and FERPA

Please be aware, adding an authorized Payer is separate from granting a **FERPA Release of Information** for an individual. If others are assisting to pay, it is helpful to consider adding access as both an authorized Payer and a FERPA Release. For more information regarding FERPA, please visit the Registrar's website at nau.edu/ferpa.

Adding an Authorized Payer

To add or edit authorized Payers, the first step begins by accessing the Transact payment portal. Select **Make a Payment** under the “Financial Account” tile in your LOUIE Student Home.



< Back
Account Balance 🏠 🔍 ⋮ 🔄

Account Balance Due Now or within 30 days: 453.00 <small>Currency used is US Dollar</small>	What I Owe <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Term</th> <th style="text-align: right;">Charges & Deposits</th> <th style="text-align: right;">Pending Financial Aid</th> <th style="text-align: right;">Total Due</th> </tr> </thead> <tbody> <tr> <td>Fall 2021</td> <td style="text-align: right;">270.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">270.00</td> </tr> <tr> <td>Spring 2022</td> <td style="text-align: right;">158.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">158.00</td> </tr> <tr> <td>Summer 2022</td> <td style="text-align: right;">25.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">453.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">453.00</td> </tr> </tbody> </table> <small>Currency used is US Dollar</small>	Term	Charges & Deposits	Pending Financial Aid	Total Due	Fall 2021	270.00	0.00	270.00	Spring 2022	158.00	0.00	158.00	Summer 2022	25.00	0.00	25.00	Total	453.00	0.00	453.00
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Charges Due
Make a Payment
Payment History
Direct Deposit
Enroll in Payment Plan
1098T Form
Authorize Parental Tax Access
Account Acknowledgements ▼

You will be prompted to go to the Transact payment portal. Make sure your Pop-up Blocker is turned off and you are using one of the supported browsers such as Chrome, Firefox, and Edge.

Click on the link to be redirected to Transact. Transact may take a minute to load. Do not press the back or stop buttons during this process.

The screenshot shows a web portal with a dark blue header. On the left is a navigation menu with items: 'Student Home', 'Account Balance', 'Make a Payment' (highlighted in green), 'Payment History', 'Direct Deposit', 'Enroll in Payment Plan', '1098T Form', 'Authorize Parental Tax Access', and 'Account Acknowledgements'. The main content area is titled 'Make a Payment' and contains two sections. The first section, 'Make a Payment', includes instructions about using eCheck, Credit Card, or 529 Savings Plan, and a yellow button labeled 'Click here to be redirected to Transact'. The second section, 'International Payments via Flywire', includes instructions for international wire transfers and a blue button labeled 'Click here to be redirected to Flywire'. The top right of the header contains icons for home, search, and a menu.

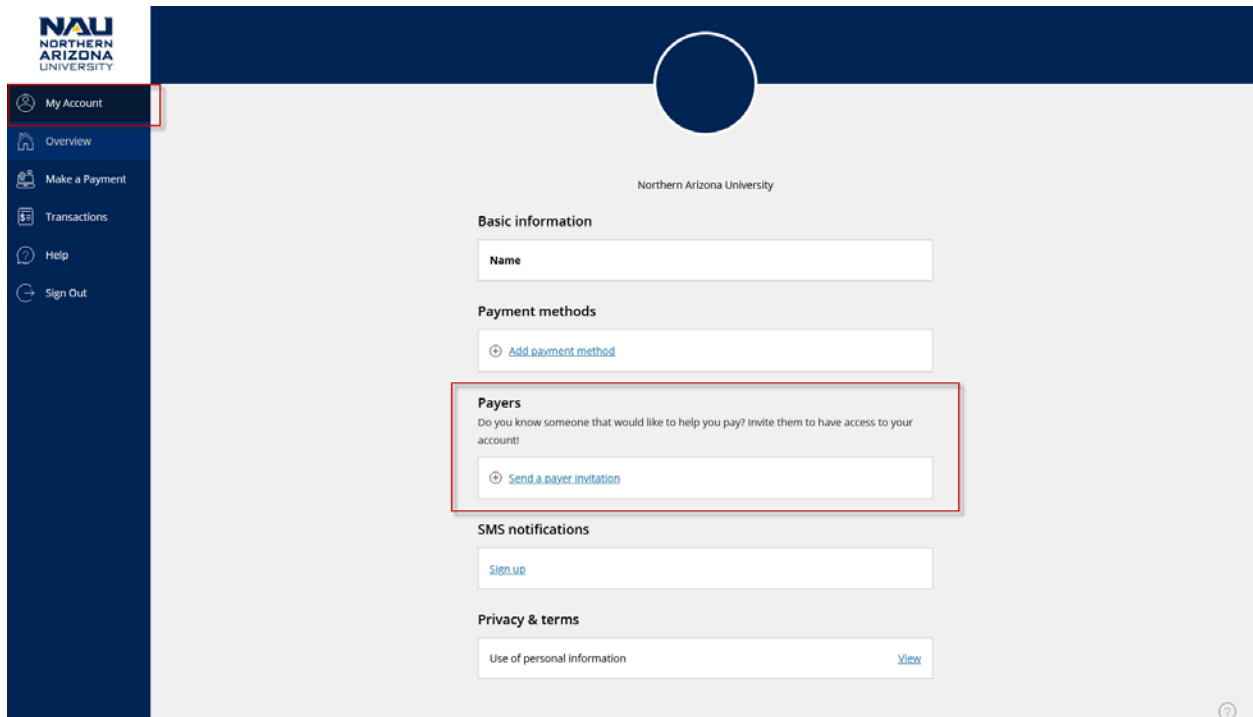
Once in Transact, select **Send a Payer Invitation** under the Summary section on the **Overview** page.

The screenshot shows the 'Overview' page in the Transact system. On the left is a dark blue navigation sidebar with options: My Account, Overview (selected), Make a Payment, Transactions, Help, and Sign Out. The main content area has a header with the NAU logo, the text 'Overview', and a notification bell icon. Below the header is a dark blue bar with a profile picture placeholder, the text 'Northern Arizona University', and a 'Balance \$275' indicator. A 'Summary' section contains a table with the following items:

Item	Amount
Hou App Fee (DPT) (Due Date: 06/09/2022)	\$100.00
Housing Fall Rent Confirm (Due Date: 06/09/2022)	\$175.00
Balance	\$275.00

Below the summary is a large white box containing a notification. The notification has a red border and a red arrow pointing to it from the left. It features an icon of a piggy bank with dollar signs and the text: 'Do you want help paying? Do you know someone that would like to help you pay? Invite them to have access to your account!'. At the bottom of the notification is a yellow button labeled 'Send a payer invitation'. In the bottom right corner of the page, there is a yellow button labeled 'Make a payment'.

Or you can select **My Account**, to send a **Payer Invitation**.



A **Payer Invitation** menu will appear on the right side. Fill in the **name** and **email address** of the person you would like to become an authorized Payer. When you are finished, click **Send Invitation**.

The screenshot shows the 'My Account' page for Northern Arizona University. On the right side, a 'Payer Invitation' modal is open. The modal contains the following sections:

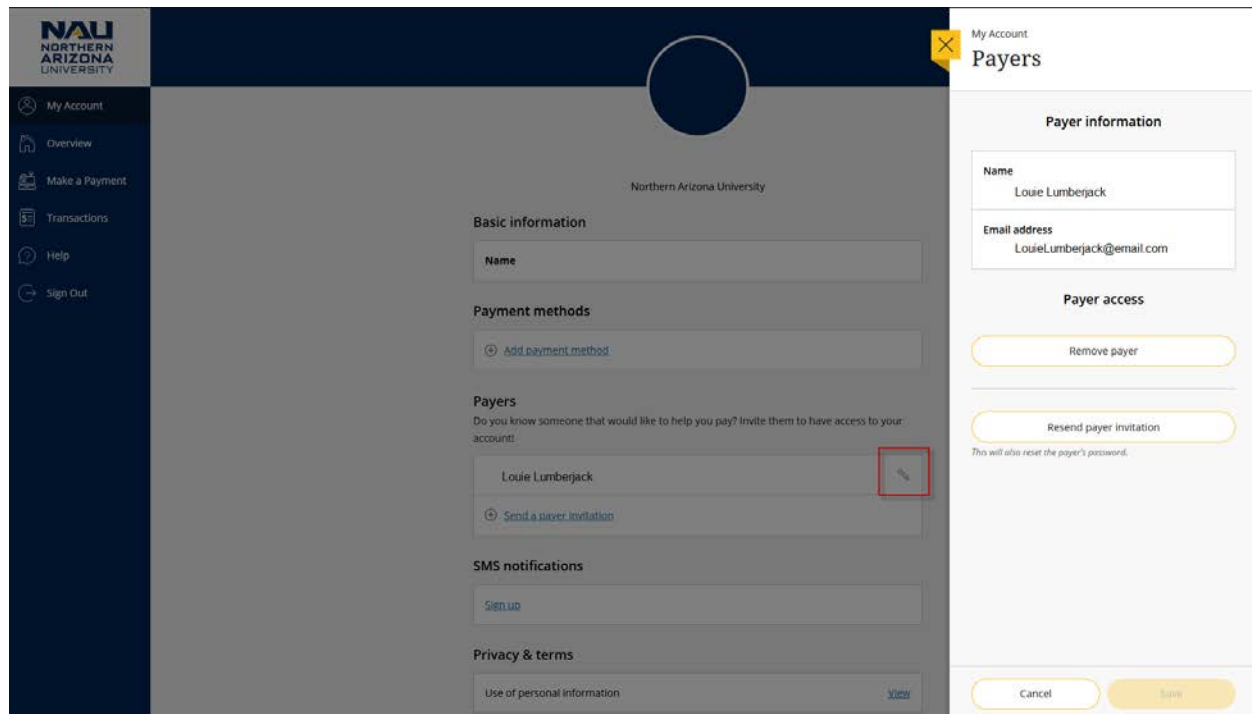
- Payer information:** Includes four required text input fields: 'First name', 'Last name', 'Email address', and 'Confirm email address'.
- Message to payer:** A text area with a 'Maximum 230 characters' limit.
- Buttons:** 'Cancel' and 'Send invitation' (highlighted with a red box).

The background page shows a sidebar with navigation options: My Account, Overview, Make a Payment, Transactions, Help, and Sign Out. The main content area includes sections for 'Basic information' (Name), 'Payment methods' (Add payment method), 'Payers' (Send a payer invitation), 'SMS notifications' (Sign up), and 'Privacy & terms' (Use of personal information).

In the **Payers** section under **My Account**, you will be able to see the authorized Payers for the account.

Select the name of the authorized Payer to see their associated email address and to remove the Payer or resend the Payer Invitation.

The Payer will be sent an email that includes the link to log in and their temporary password. When they log in for the first time they will be prompted to change their temporary password.





Create a new password

* Password

At least 8 characters, with 3 letters, and 2 non-letters

* Confirm password

Email me about this student's...

Statements

Continue

Multiple Students per Authorized Payer

When an authorized Payer has multiple students, they will need to link each student individually. To start, each student will add the authorized Payer using the same information such as the name and email address.

The authorized Payer will first need to sign in and change the temporary password.

Start by following the link provided in the email for the **Payer Invitation**. Enter the **user name** provided, which is the email address entered for the Payer Invitation, and temporary **password**.

A screenshot of a sign-in form centered on a dark grey background. The form is a light grey rectangle. It contains the following elements: a label 'User name' above a text input field containing 'LouiseLumberjack@email.com'; a label 'Password' above a text input field with masked characters '.....'; a yellow rounded rectangular button with the text 'Sign in'; and a blue text link 'Forgot password' below the button.

Create a **new password** by entering it twice in the two fields and click **Continue** at the bottom of the screen.



Create a new password

* Password

At least 8 characters, with 3 letters, and 2 non-letters

* Confirm password

Email me about this student's...

Statements



Continue

When logging in for the first time, the authorized Payer will be directed to the student's **Overview** page.

The screenshot shows the 'Overview' page for a student account. At the top left is the NAU logo. The page title is 'Overview' with a notification bell icon in the top right. A dark blue navigation bar contains the following items: 'My Account', 'Overview' (highlighted), 'Make a Payment', 'Transactions', 'Statements', 'Help', and 'Sign Out'. The main content area features a profile section for 'STUDENT 1' with a circular profile picture placeholder, the name 'Northern Arizona University', and a 'Balance' of '\$0'. Below this is a 'Summary' section with the text 'Your account does not currently have any outstanding charges.' and a 'View statements' link. The 'Recent transactions' section shows 'No transaction history' with a note that 'Some transactions may not appear.' and a 'View all' link.

After they are invited by another student, the authorized payer will need to **sign out** of the first student's account.

They will receive a separate user name and temporary password email for the second student.
The authorized Payer can log in and set the password for the second student at this time *or* wait until they have linked the students.

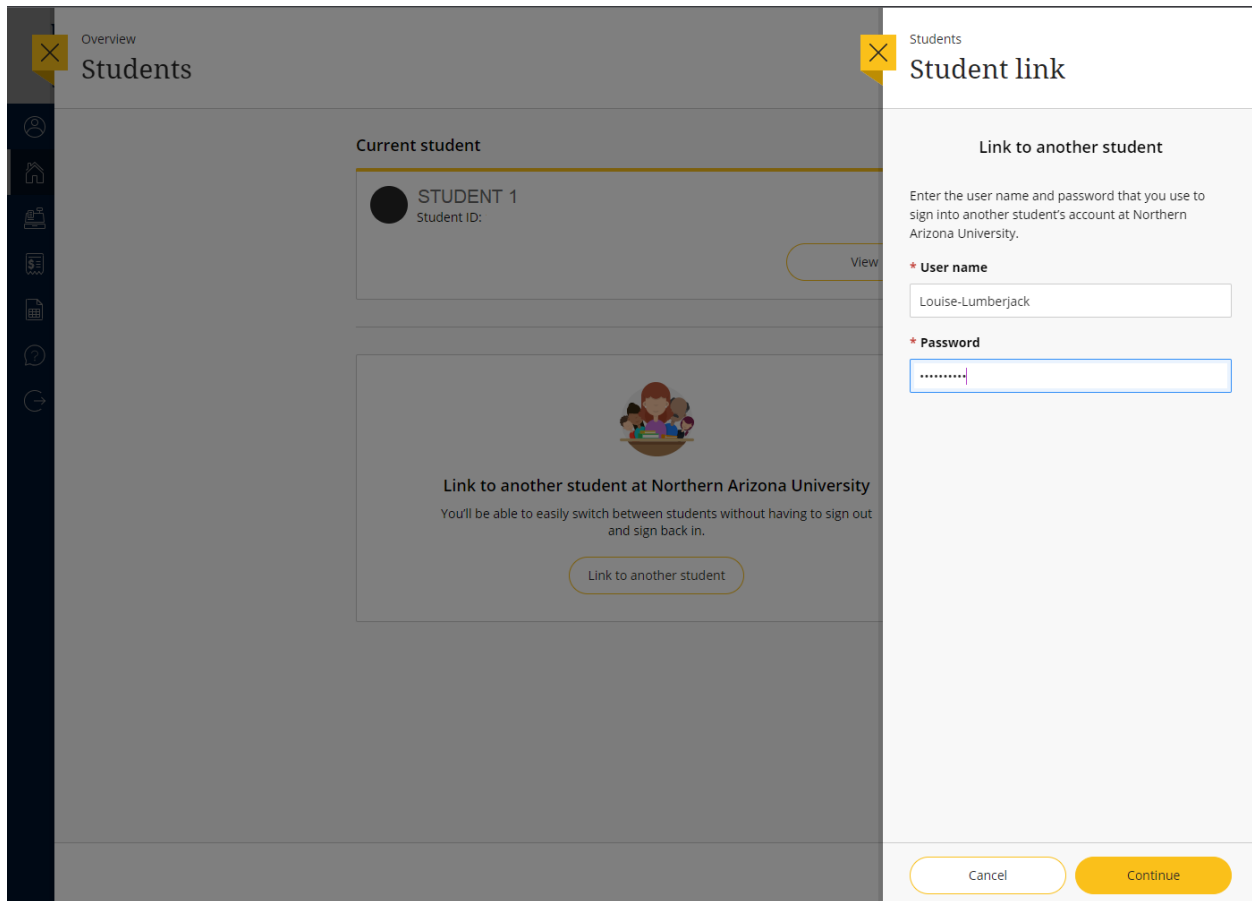
The screenshot shows the 'Overview' page for a student account. On the left is a dark blue navigation menu with the following items: My Account, Overview, Make a Payment, Transactions, Statements, Help, and Sign Out (highlighted with a red box). The main content area has a header with the NAU logo, the title 'Overview', and a notification bell icon with a '1'. Below the header, the account is identified as 'STUDENT 1' at Northern Arizona University, with a balance of '\$0'. The 'Summary' section states 'Your account does not currently have any outstanding charges.' and includes a 'View statements' link. The 'Recent transactions' section shows 'No transaction history' and a note that 'Some transactions may not appear.', with a 'View all' link.

Log back in to the first student’s account using the information for the first student.

After logging back in, the user name will appear at the top of the screen and a **“Link to another student”** box will appear below the Summary section. Select the **Link to another student** button.

The screenshot displays the 'Overview' page of a student account. At the top left is the NAU logo. The main header area includes the user's name 'Louise Lumberjack' and 'Northern Arizona University', along with a balance of '\$0'. Below this, the current student is identified as 'STUDENT 1'. A 'Summary' section states that there are no outstanding charges. A prominent feature is a 'Link to another student' box, which is highlighted with a red border and a red arrow. This box contains an icon of three people, the text 'Link to another student', a brief explanation: 'You'll be able to easily switch between students without having to sign out and sign back in.', and a yellow button labeled 'Link to another student'. A sidebar on the left provides navigation options: My Account, Overview, Make a Payment, Transactions, Statements, Help, and Sign Out. At the bottom, there is a 'Recent transactions' section with a 'View all' link.

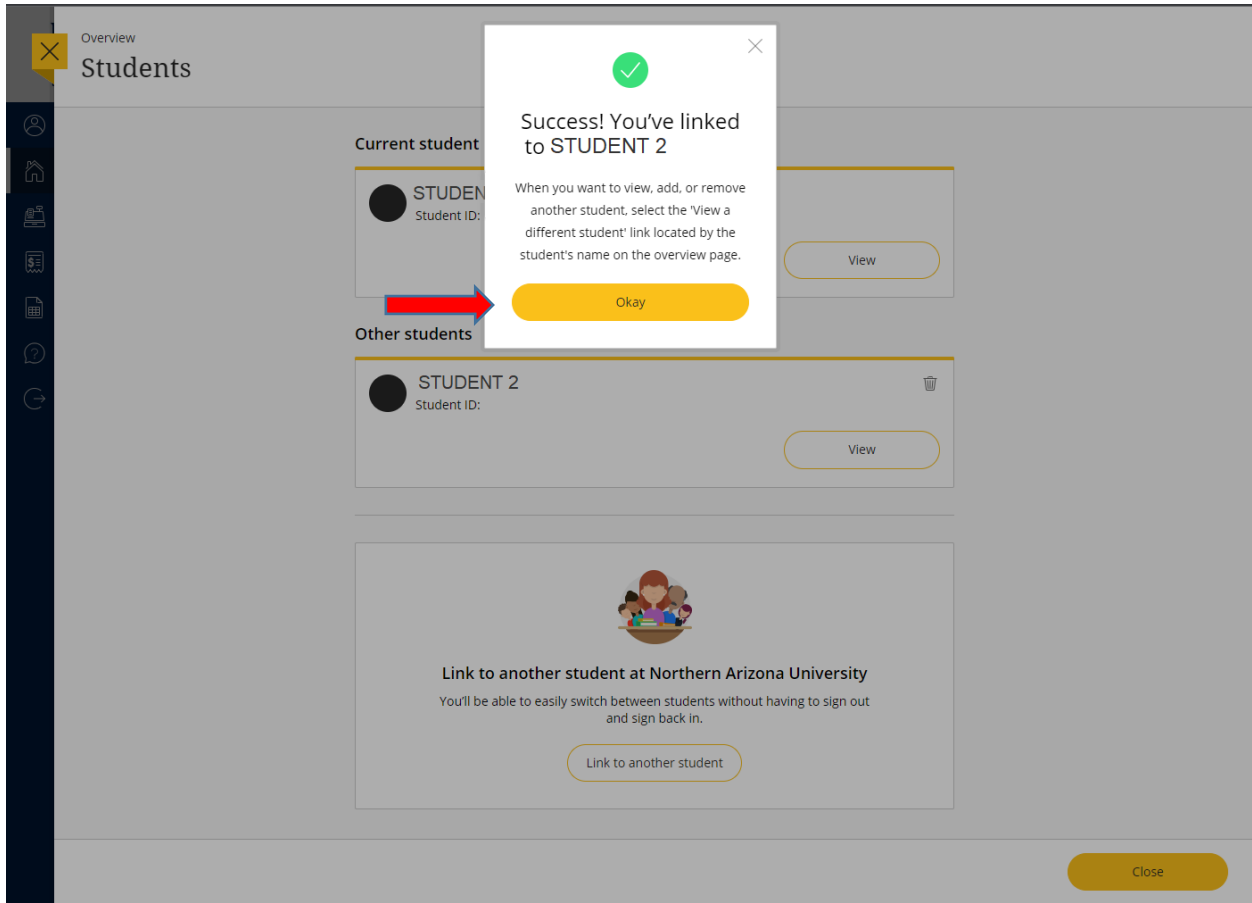
The next screen will ask for the **User name** and **Password** used for the second student. The temporary password sent in the invitation email can be used here if the authorized Payer has not yet logged into the account.



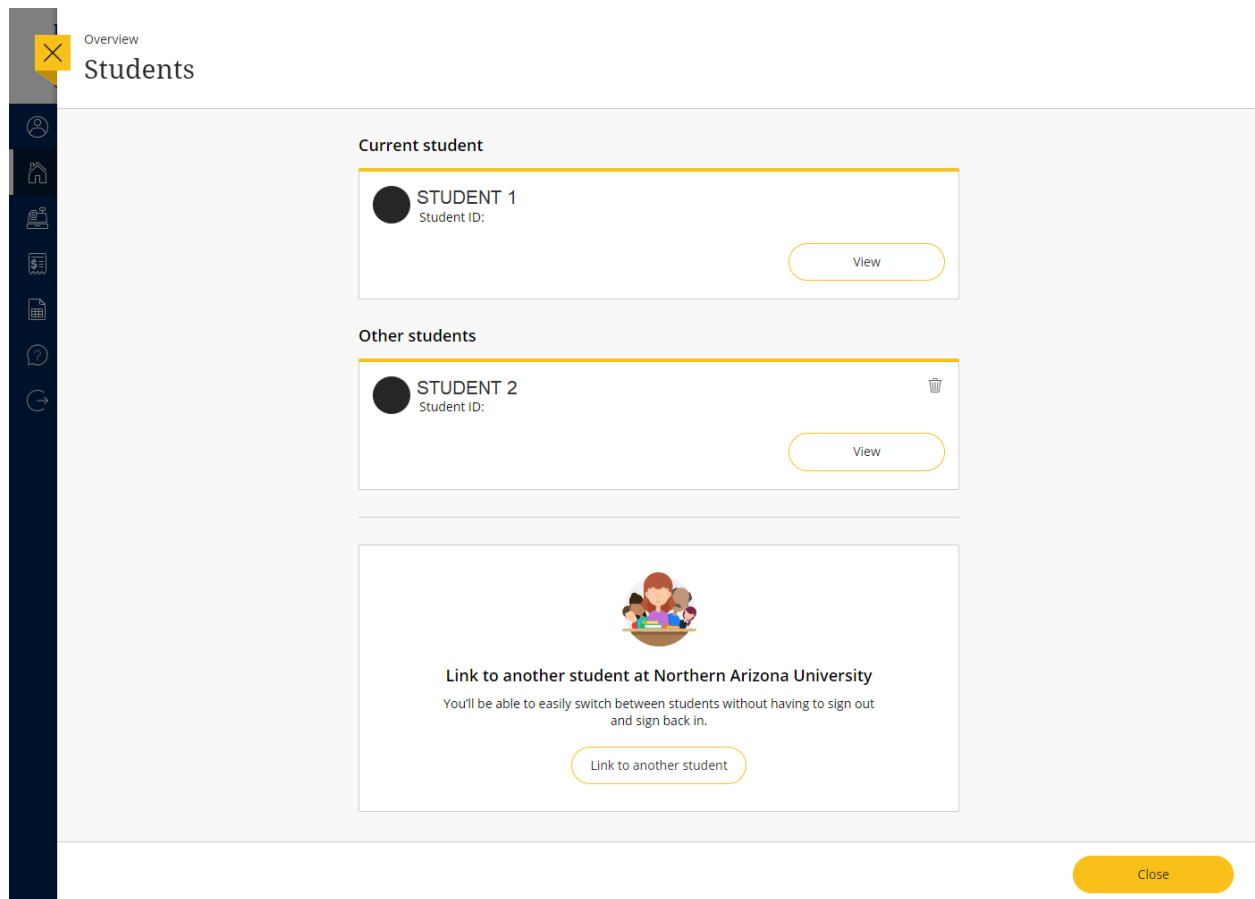
Click **Continue**.

A confirmation screen will be displayed stating the name of the second student that was successfully linked.

Click **Okay**.



The authorized Payer will now see a **Students** page, listing the students they are linked to.



Click **close** to return to the overview for the first student.

If the authorized payer logs in again, they will still see the information for the first student, however, there will now be a link on the top right to **“View a different student.”**

The screenshot displays the 'Overview' page of a Northern Arizona University account. On the left is a dark blue navigation sidebar with icons and labels for 'My Account', 'Overview', 'Make a Payment', 'Transactions', 'Statements', 'Help', and 'Sign Out'. The main content area has a light gray header with the NAU logo and a notification bell. Below the header, a dark blue banner identifies the user as 'Louise Lumberjack' from Northern Arizona University, with a balance of '\$0'. A circular profile picture with the initials 'LL' is on the left. To the right of the banner, the text 'Student: STUDENT 1' is displayed, and a red rectangular box highlights the link 'View a different student'. Below the banner, the 'Summary' section states 'Your account does not currently have any outstanding charges.' with a 'View statements' link. The 'Recent transactions' section shows 'No transaction history' with a note 'Some transactions may not appear.' and a 'View all' link.

When this link is selected, the authorized Payer will return to the **Students** page to be able to select another student they have linked.

Select the **View** button to switch to another student.

The screenshot displays the 'Students' management interface. On the left is a dark blue sidebar with a vertical list of icons. The main content area is light gray and contains three sections:

- Current student:** A white card with a black circle icon, the text 'STUDENT 1', and 'Student ID:'. A yellow 'View' button is on the right.
- Other students:** A white card with a black circle icon, the text 'STUDENT 2', and 'Student ID:'. A trash icon is in the top right. A yellow 'View' button is on the right, highlighted with a red rectangular box.
- Link to another student at Northern Arizona University:** A white card with an illustration of three people at a table. Below the illustration, the text reads: 'Link to another student at Northern Arizona University. You'll be able to easily switch between students without having to sign out and sign back in.' A yellow 'Link to another student' button is at the bottom.

A yellow 'Close' button is located at the bottom right of the interface.

If the authorized Payer has not previously logged in using the information for the second student, they will be prompted to change the password for the second student log in information at this time.

Click **Continue**, after the new password is entered.



Create a new password

* Password

At least 8 characters, with 3 letters, and 2 non-letters

* Confirm password

Email me about this student's...

Statements



Continue

The **Overview** page will then be displayed for the second student with the link to **View a different student** on the top right.

Saved payment methods will need to be added for each student profile under the **My Account** link on the left.

NAU NORTHERN ARIZONA UNIVERSITY

Overview

My Account (highlighted)

Overview (selected)

Make a Payment

Transactions

Statements

Help

Sign Out

Louise Lumberjack
Northern Arizona University

Balance: **\$6,613**

Student: STUDENT 2 [View a different student](#) (highlighted)

Summary

[View statements](#)

Academic College Fee (Due Date: 08/22/2022)	\$200.00
ASNAU Fee (Due Date: 08/22/2022)	\$23.00
Athletics Fee (Due Date: 08/22/2022)	\$75.00
AZRes Pledge Tuition 1920 (Due Date: 08/22/2022)	\$5,325.00
Campus Health Services (Due Date: 03/15/2022)	\$28.00
Financial Aid Trust Fee (Due Date: 08/22/2022)	\$44.00
Green Fee (Due Date: 08/22/2022)	\$15.00
Health and Wellness Fee (Due Date: 08/22/2022)	\$275.00
Information Technology Fee (Due Date: 08/22/2022)	\$168.00

[Make a payment](#)

Questions?

If you have questions about your balance and due dates, please contact us at:

Student and Departmental Account Services

sdas@nau.edu

928-523-3122

If you have questions about making an electronic payment, please contact:

Transact Campus Smartpay Support

smartpaysupport@transactcampus.com

(800) 339-8131

For additional information and payment tutorials, visit our website at nau.edu/sdas.