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.

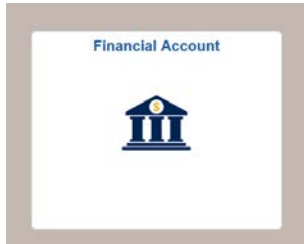With authorized Payer access, these users will be able to:
- View their student's financial account information
- Make payments on their student's behalf
- Receive ebill notifications to their email address
- Sign up for text alerts

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.

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Student and Departmental Account Services

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.

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.

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

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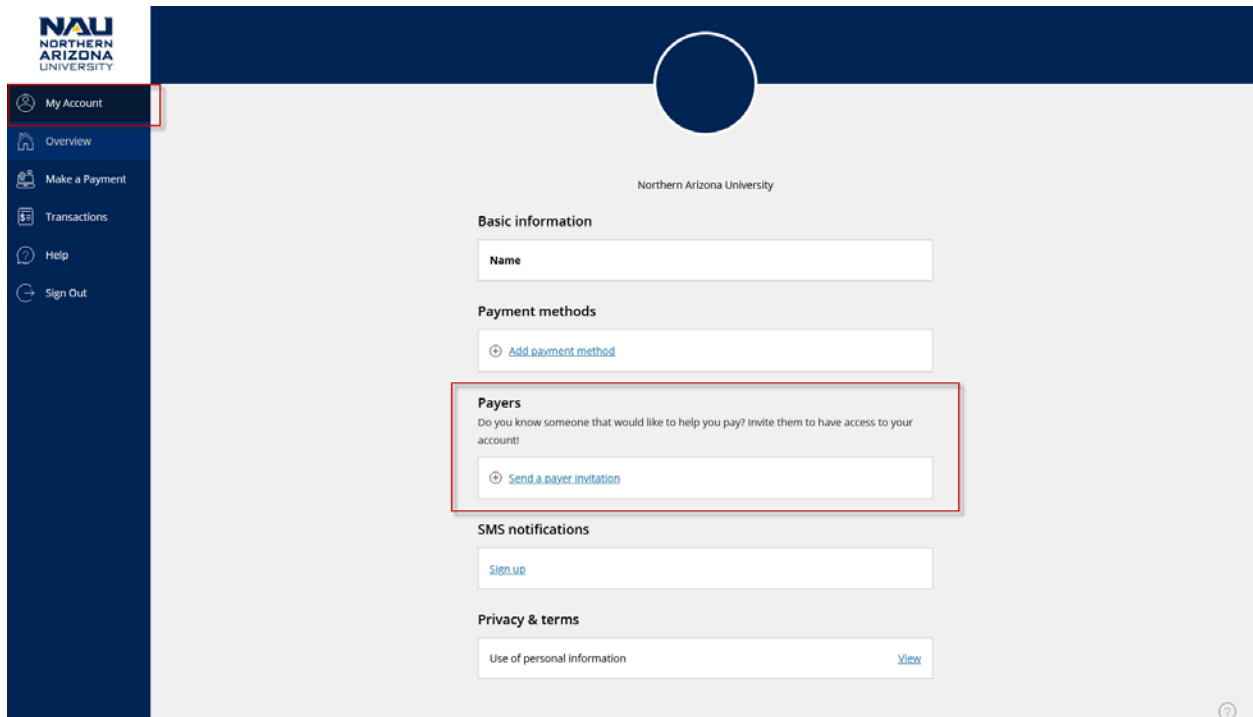
A **Payer Invitation** menu will appear on the right side. Fill in the **name** and **email address** of the person you would like to become an authorized Payer. When you are finished, click **Send Invitation.**

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.
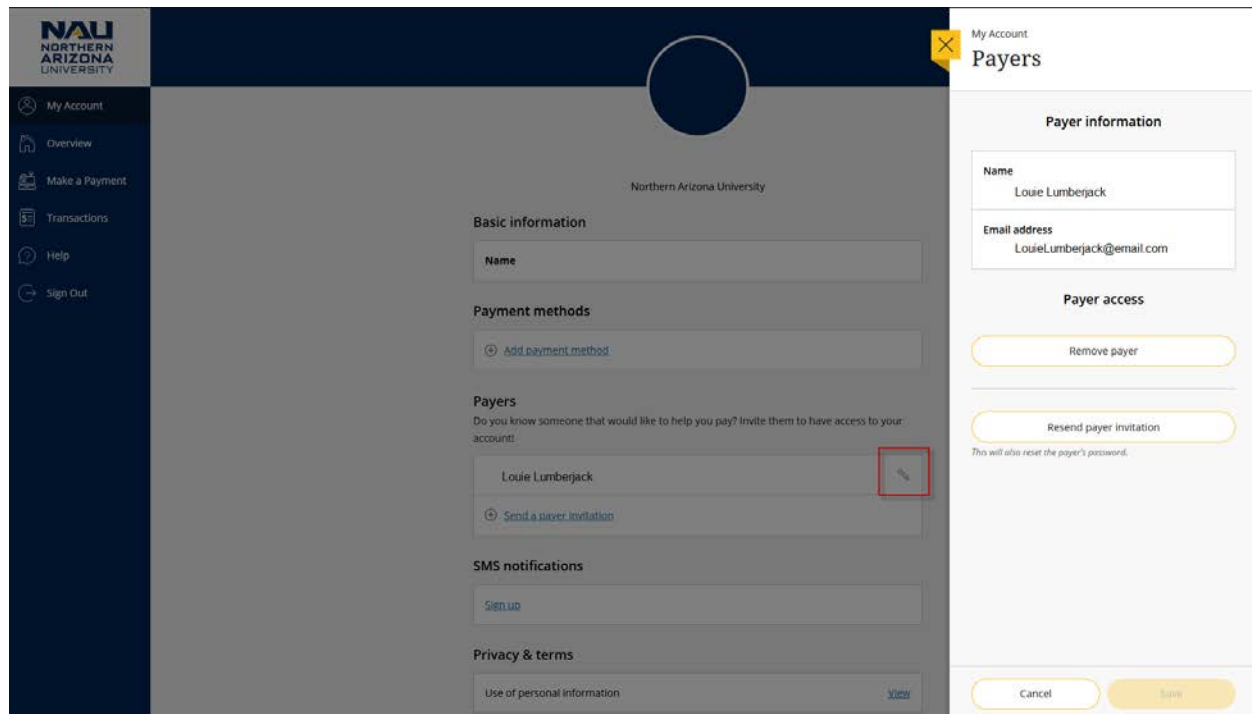
NORTHERN ARIZONA UNIVERSITY

Student and Departmental Account Services

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

Add Authorized Payers to the Transact Payment System

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**.

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

NAU
NORTHERN
ARIZONA
UNIVERSITY

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

Add Authorized Payers to the Transact Payment System

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

Add Authorized Payers to the Transact Payment System

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.

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.

**Add Authorized Payers to the Transact Payment System**

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.
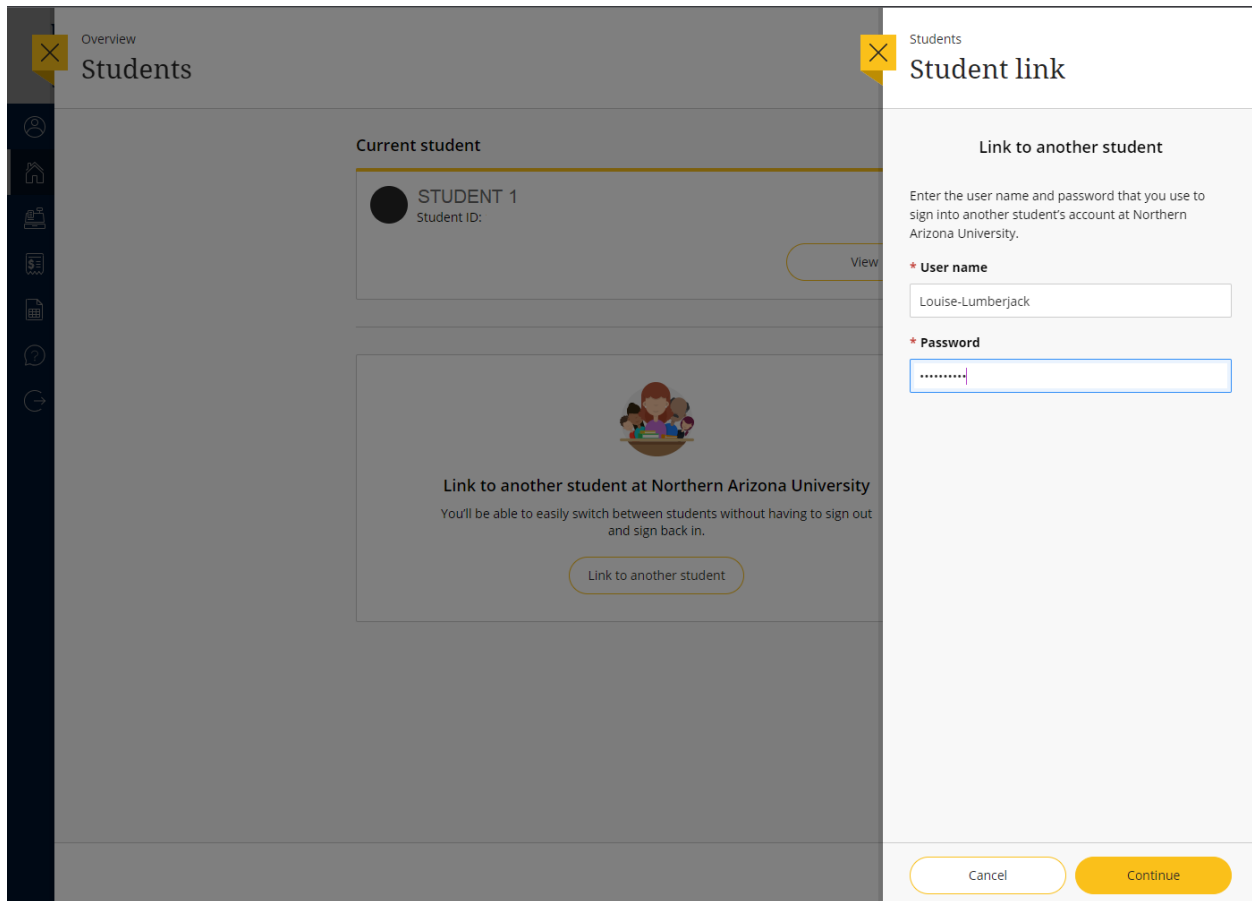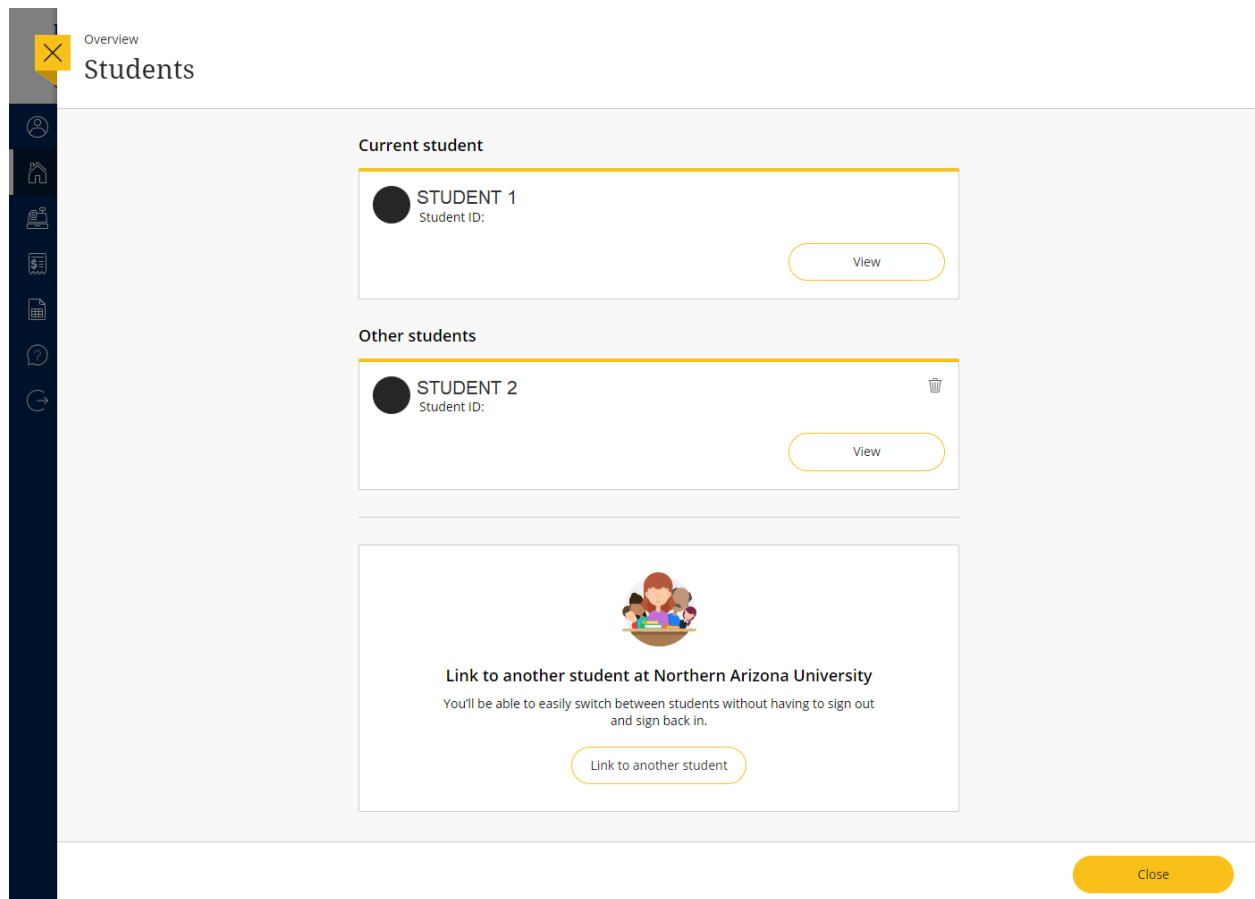

Click **Continue**.

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

Click **Okay**.

Add Authorized Payers to the Transact Payment System
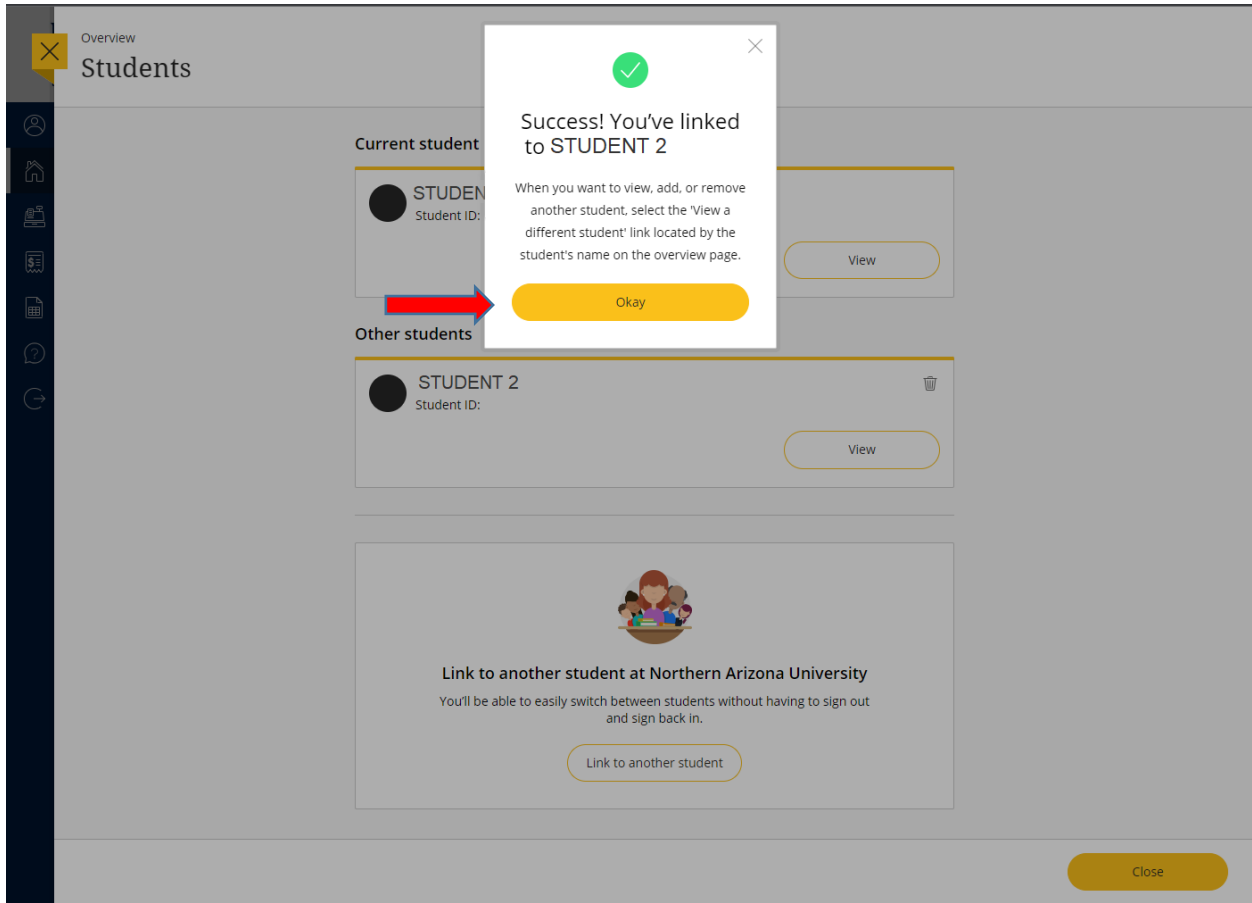
The authorized Payer will now see a **Students** page, listing the students they are linked to.

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

![NAU Northern Arizona University logo]

Student and Departmental Account Services

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."**

Add Authorized Payers to the Transact Payment System

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.

Add Authorized Payers to the Transact Payment System

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.

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.