How to Add an Authorized User to Your Account

1. Visit the Tennessee Tech Website Homepage

   a. https://www.tntech.edu

2. Move your cursor to the express tab in the top right corner and select "Pay Online – Eagle Pay"
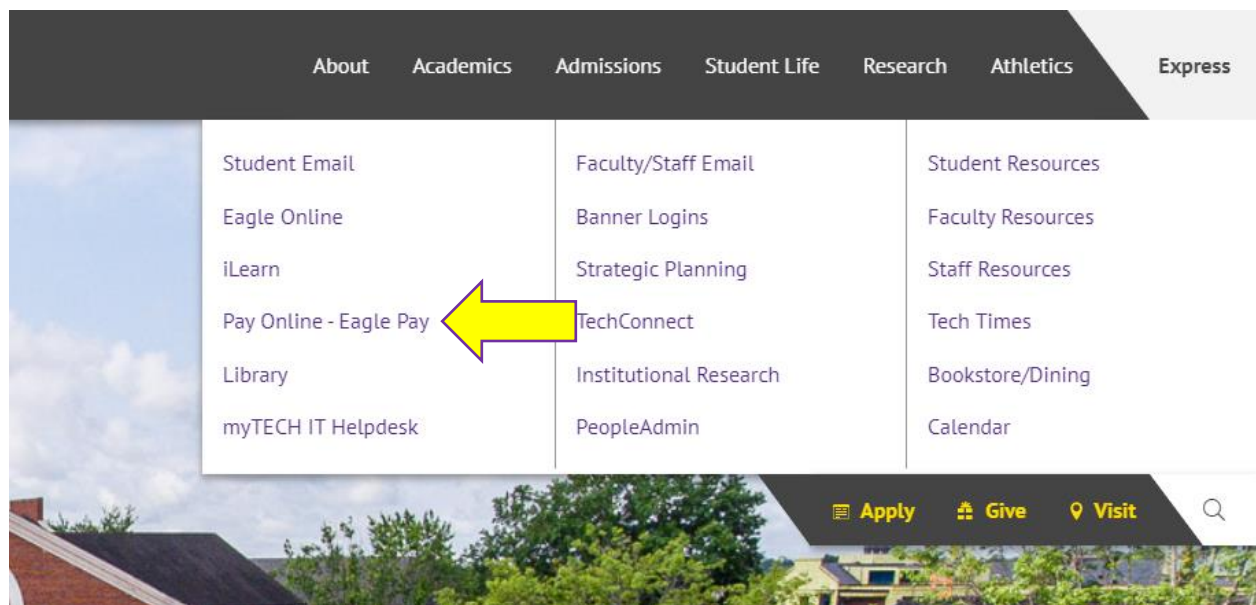
3. Login to Eagle Pay using your Username and Password

   Note: Username is the first portion of your student email (jasmith42)

4. Select Authorized Users

Eagle Pay

Logged in as: ▮▮▮▮ | Logout ↪

🏠 My Account   Make Payment   Payment Plans   Refunds   Help

Announcement

Spring 2020 Important Dates and Information

Welcome to your Student Account Center! Here you can view your student bills and account activity as well as make payments and store payment profiles. You can also set up a 3rd party to access your bills and make payments on your account.

Important Dates To Remember

PLEASE NOTE: TN eCAMPUS, 5 AND 7 WEEK ACCELERATED PROGRAMS ALL HAVE DIFFERENT REFUND DATES, PLEASE REFER TO THE UNIVERSITY CALENDAR FOR THOSE DATES

- **Registration Fee Payment/Enrollment Confirmation Deadline or 1st Installment of Deferred Plan Due - January 19, 2020**
- **Last Day for a 100% Refund/Non-Confirmation Purge - January 20, 2020**

Student Account   ID: xxxxx5093

Balance $0.00

View Activity   Make Payment

Statements

Your latest eBill Statement
(2/18/20) Statement : $0.00   View Statements

Your latest 1098-T Tax statement
2019 1098-T Statement   View Statements

My Profile Setup

👥 Authorized Users

👤 Personal Profile

💳 Payment Profile

🔒 Security Settings

📄 Consents and Agreements

🔄 Electronic Refunds

Term Balances

5. Select Add Authorized User

Eagle Pay

Logged in a ▮▮▮▮   Logout ↪

🏠 My Account   Make Payment   Payment Plans   Refunds   Help   My Profile

Authorized Users

Authorized Users   Add Authorized User

No authorized user has access to your account information.

Tennessee Tech University Bursar Office
(931) 372-3311 – bursar@tntech.edu

6. Enter in the email of your authorized user and answer yes or no to the questions on the page. Once finished click *Continue*

7. "Agreement to Add Authorized User" will load after selecting continue. Please read this carefully. If you agree, select *I Agree* and click *Continue*

Agreement to Add Authorized User   ✕

I hereby authorize **Tennessee Tech University** to grant ▬▬▬▬▬▬▬▬ full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

Access to my accounts also includes the ability to :

- View my 1098-T tax statement

This agreement is dated 01-Apr-2020 12:19:15 PM CDT.

For fraud detection purposes, your internet address has been logged:

174.80.46.71 at 01-Apr-2020 12:19:15 PM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

☐ **I Agree**

Cancel   Print Agreement   Continue

8. After selecting continue, 2 emails will be sent to your new authorized user with instructions

Authorized Users

Thank you. We have sent an e-mail to ███████████████ with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.

Authorized Users	Add Authorized User

Full name	Email address	Action
	████████████	⚙

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.