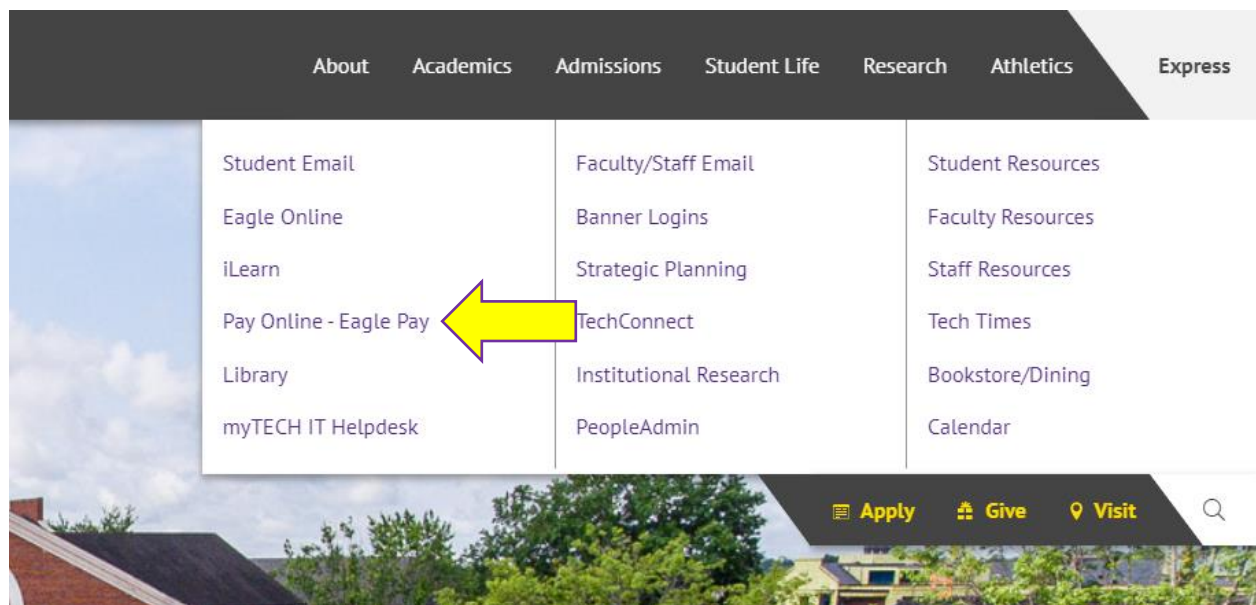


How to Add an Authorized User to Your Account

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)

A screenshot of the IDme login page. The page features the IDme logo at the top. Below it are two input fields: 'Username' and 'Password'. To the right of the input fields is the Tennessee Tech University logo, which is a circular seal with 'TENNESSEE' at the top, 'TECH' at the bottom, and '19' and '15' on either side of a central emblem. Below the input fields, there is a red text prompt: 'First Time User? Click **Login** to Register.' At the bottom of the page, there is a large yellow button labeled 'Login' and two links: 'Change Password' and 'Forgot Password'.

4. Select Authorized Users

The screenshot shows the Eagle Pay dashboard. At the top, there is a purple navigation bar with the Eagle Pay logo on the left and "Logged in as: [redacted] | Logout" on the right. Below the navigation bar are several menu items: Home, My Account, Make Payment, Payment Plans, Refunds, and Help. The main content area is divided into three columns. The left column contains an "Announcement" section with a red-bordered box titled "Spring 2020 Important Dates and Information" and a "Welcome to your Student Account Center!" message. The middle column shows "Student Account" information, including the ID "xxxxx5093" and a "Balance" of "\$0.00". Below this is a "Statements" section with links to view the latest eBill Statement and 1098-T Tax statement. The right column is titled "My Profile Setup" and contains a list of options: Authorized Users (highlighted with a yellow box), Personal Profile, Payment Profile, Security Settings, Consents and Agreements, and Electronic Refunds. At the bottom of the right column is a "Term Balances" section.

5. Select Add Authorized User

The screenshot shows the "Authorized Users" page on the Eagle Pay website. The top navigation bar is purple and contains the Eagle Pay logo, "Logged in as: [redacted] | Logout", and a "My Profile" link. Below the navigation bar are menu items: Home, My Account, Make Payment, Payment Plans, Refunds, and Help. The main content area is titled "Authorized Users" and features a tabbed interface with "Authorized Users" and "Add Authorized User" tabs. The "Add Authorized User" tab is highlighted with a yellow box, and a yellow arrow points to it from the right. Below the tabs is a message: "No authorized user has access to your account information."

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

Eagle Pay Logged in as [redacted] Logout

My Account Make Payment Payment Plans Refunds Help My Profile

Authorized Users

Authorized Users Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. 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.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity? Yes No

Would you like to allow this person to view your 1098-T tax statement? Yes No

Would you like to allow this person to view your payment history and account activity? Yes No

Cancel 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 [redacted] 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 [REDACTED] 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
	[REDACTED]	

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.