
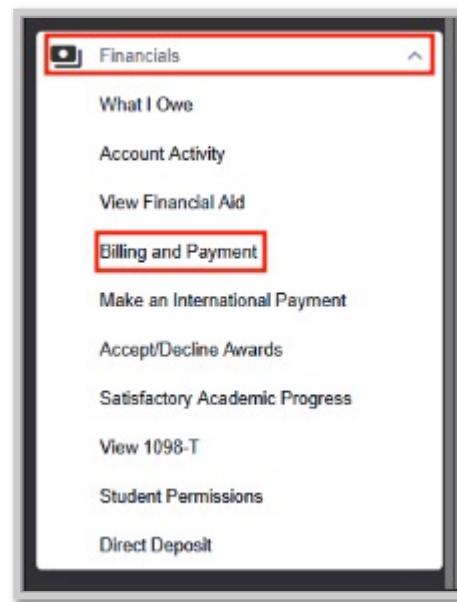
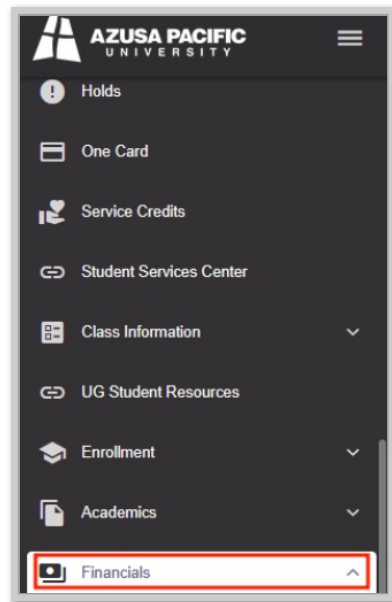


➔  Sign in at: home.apu.edu



➔  Select 'Financials' and then 'Billing and Payment' from the left-hand navigation menu.

PAYMENT CENTER STATEMENTS REFUNDS E-DOCUMENTS **CREATE PROFILE**

Setup your profile

Once you have setup your profile you will be able to:

- Setup notifications via email or SMS
- Setup payment options and schedule your payments
- Add authorized users to your account
- Manage your refunds and setup auto-deposits

Profile Information

First Name: _____ Last Name: _____
Student ID: _____ Preferred Email Address: _____

Click on the register button below to setup your profile. You will be able to update your information prior to setting up your profile.

REGISTER

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 click the **REGISTER** button.

LOGIN/SIGN UP

Log in **Sign up**

First Name: John Last Name: Doe

Email address: _____ Phone Number: _____

Password: Password* Confirm password: Confirm password*

☒ Do you want to enable 2 factor authentication?

How you would like to receive your verification code?
☒ Via Email

CREATE AN ACCOUNT

- ✓ Complete your profile information and click **CREATE AN ACCOUNT**.
- ✓ You will receive an email from PayMyTuition confirming your profile has been created.

FAQ's

Contact Us

Login

English



Step 2: Add an Authorized User

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

PAYMENT CENTER STATEMENTS REFUNDS **MY PROFILE** E-DOCUMENTS

My profile

Personal details

Saed Abdulla Hussain
shussain@bruinmail.slcc.edu
8019196606

Notification settings

Alerts and reminders	:	None
Payment notifications	:	None
Default phone number	:	8019196606
Default email address	:	shussain@bruinmail.slcc.edu

Active Payment Options

Authorize User List



Authorized users list

ADD NEW

- ✓ Select the **MY PROFILE** section and click **Authorize User List** at the bottom of the page. Select **ADD NEW**.

ADD AUTHORIZED USER

First Name:

Last Name:

Email Address:

Phone Number:

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

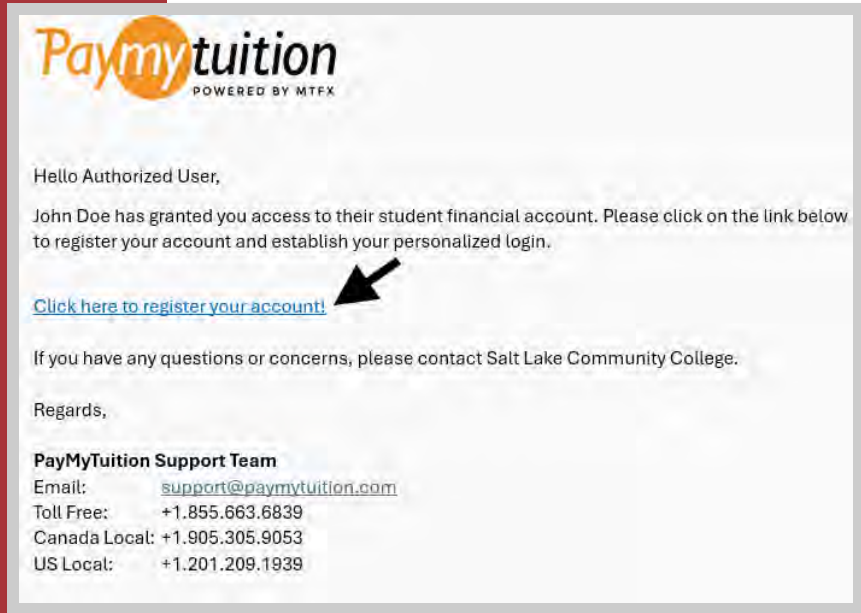
Would you like to allow this authorized user to view all transactions? ☐ Yes ☐ No

Would you like to allow this authorized user to view your electronic document center? ☐ Yes ☐ No

Authorized users list

Name	Phone Number	Email Address	Status	Action
Carla Alegre	416-4665555	test@gmail.com	Pending	   

- ✔ Input the name and contact information for your authorized user. **Remember to enable the correct permissions for your authorized user by enabling the security options available.**
- ✔ Once you have completed the form, click **ADD**. Your authorized user will receive an email from PayMyTuition requesting they register as a user.
- ✔ 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. Click 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.

Enter your email address and password and click **Login** to access your student's **PAYMENT CENTER**.

