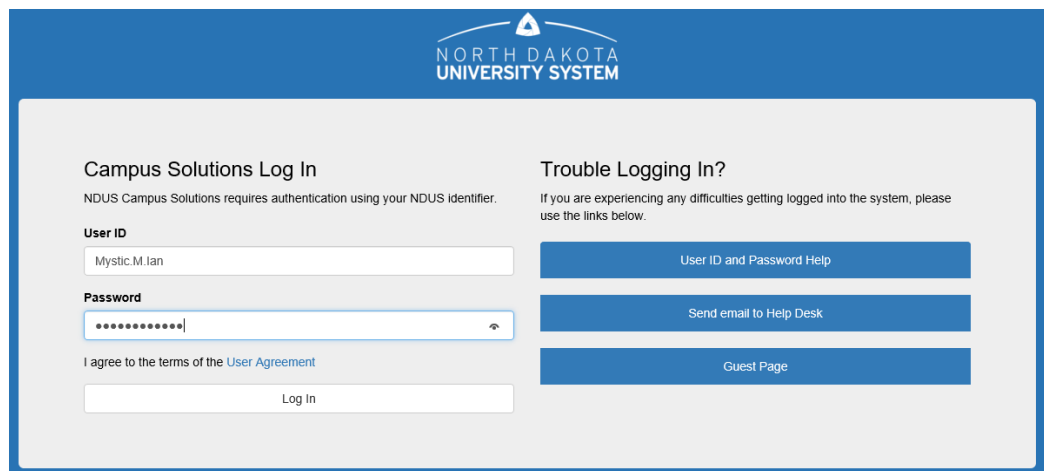


CampusConnection Helpsheet

Setup Authorized User to make a Payment

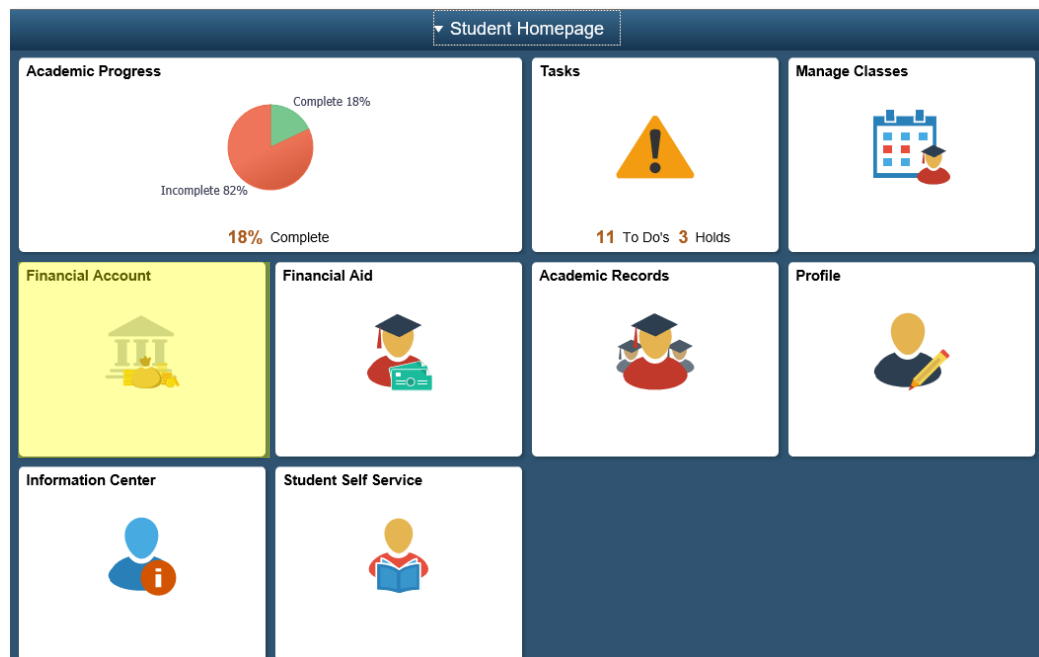
This allows someone other than the student to make a payment. The authorized user must have an email account.

1. Access [CampusConnection](#).
2. Enter CampusConnection UserID and Password. Click **[Log In]**.



On your Student Homepage:

3. Click **[Financial Account]** tile.



On the left-side menu:

4. Select **[Pay Online Now]**.



5. Click **[Pay Online Now]**.

Pay Online Now - TouchNet Link

Pay Online Now is a secure link that will connect you to TouchNet, the online payment processor for Campus Connection.

TouchNet allows you to make electronic payments, view your ebill, set up authorized users, etc.

TouchNet performs routine maintenance the 3rd Wednesday of each month from 2am - 6am during which the connection is down.

Pay Online Now

6. Select **[Authorized Users]**.

My Profile Setup

- Authorized Users**
- Personal Profile
- Payment Profile
- Security Settings

7. Select **[Add Authorized User]**.

Authorized Users

Authorized Users **Add Authorized User**

8. Enter Email address of the user you authorize to make a payment.
Answer the three questions.
Click **[Continue]**.

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

9. Review Agreement. Select **[I Agree]**. Click **[Continue]**.

Agreement to Add Authorized User

I hereby authorize **North Dakota University System** to grant sandra.fried@bismarckstate.edu 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 6/20/19 3:36:18 PM CDT.

For fraud detection purposes, your internet address has been logged:
165.234.59.119 at 6/20/19 3:36:18 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

10. Your authorized user will receive two emails, one containing a Username and the link to the login page and another with a password.