

Becoming an Authorized User/Payer

Authorized users/payers are family and friends that have been given the ability to access the student's account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), a student's financial record may not be shared without their consent.

Student Accounts staff will not disclose any information regarding a student unless they have been listed as an Authorized User or Payer.

Additional Information: [FERPA](#)

Authorized Payers vs. Authorized Users

Authorized Payer: Access to Financial Records

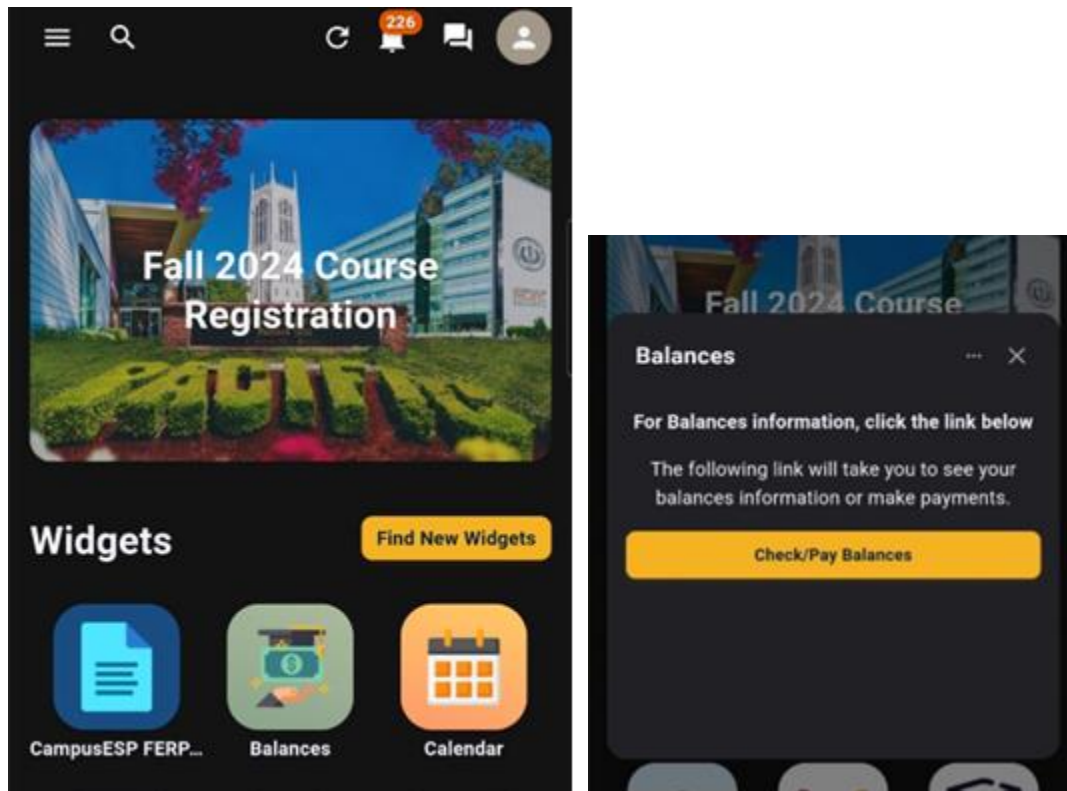
An **Authorized Payer** is someone who has been granted access to the [Epay](#) portal and student financial records. The process of becoming a Payer must be completed in the [Epay](#) portal.

Authorized User: Accessing Selected Information

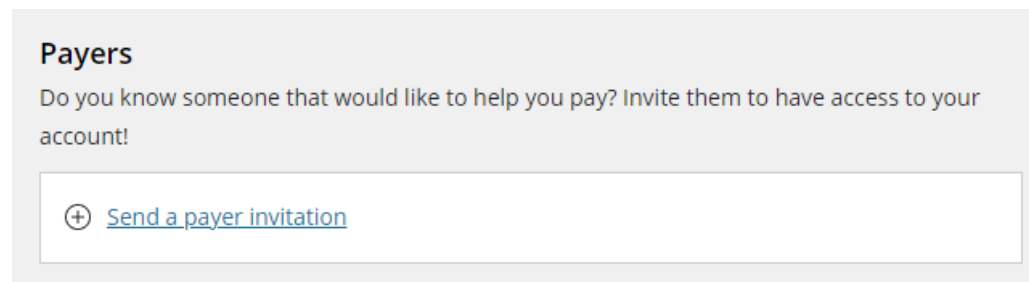
An **Authorized User** has been granted access to specific information and departments that the student has chosen to share. Users will not have access to the [Epay](#) portal unless they become a payer.

Students can add an authorized payer by logging on to [MyPacific](#) and following these steps:

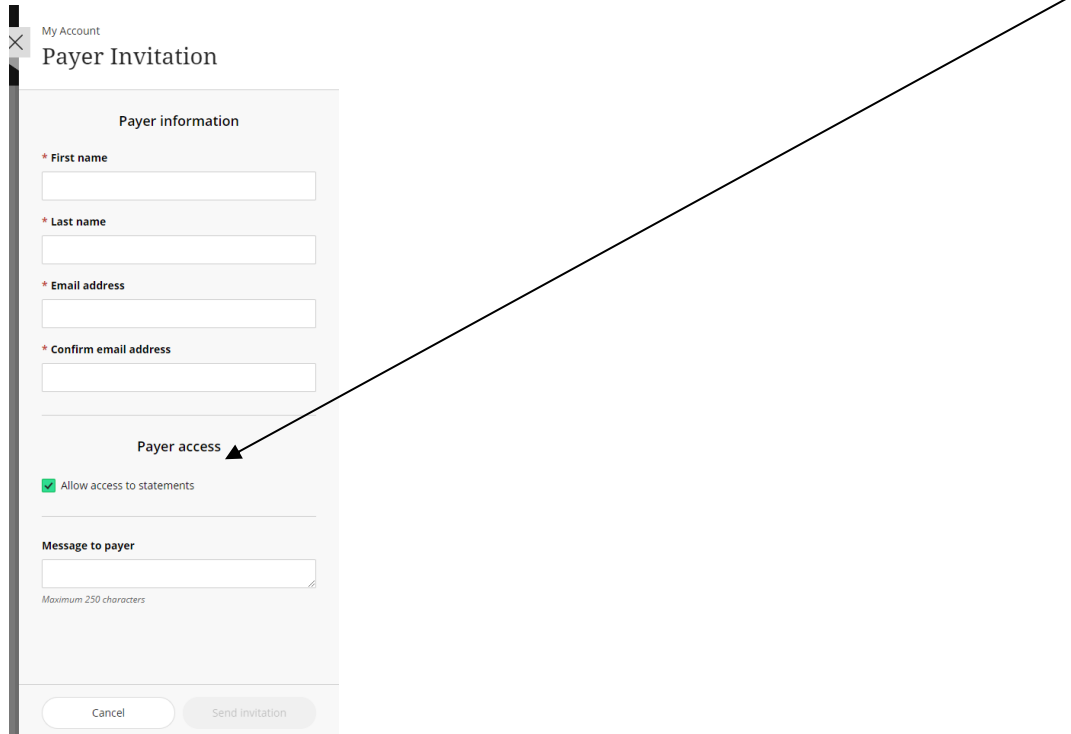
Step 1: Click on the balance widget, select “check and pay balance”.



Step 2: Under the "my account" section in the Transact payment portal, select "Send a payer invitation."



Step 3: Fill in the name and email address, check the access to statement box and send the invitation.



The screenshot shows a web form titled "Payer Invitation" under a "My Account" header. The form is divided into three main sections: "Payer information", "Payer access", and "Message to payer". The "Payer information" section contains four required text input fields: "First name", "Last name", "Email address", and "Confirm email address". The "Payer access" section features a checkbox labeled "Allow access to statements" which is checked. The "Message to payer" section has a text area with a "Maximum 250 characters" limit. At the bottom, there are two buttons: "Cancel" and "Send invitation". A long black arrow originates from the top right of the image and points directly to the "Payer access" section header.

My Account
X Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Payer access

☒ Allow access to statements

Message to payer

Maximum 250 characters

Cancel Send invitation

* The system will send out an email to the Authorized Payer's valid email address with a temporary password, you **must** open the email within 24 hours of receiving it. Once set up, they can access [ePay](#) and be able to view, manage, or make online payments to a student's account.