

How to Add an Authorized User

Humber Polytechnic



Step 1: Student – Access the PayMyTuition Payment Center

Log into your [MyHumber](#) portal:



HUMBER
POLYTECHNIC

Sign in

With your Humber Account.

Username: [Don't know your username?](#)

Password: [Forgot password?](#)

Sign in

For further assistance, contact the [IT Support Centre](#).

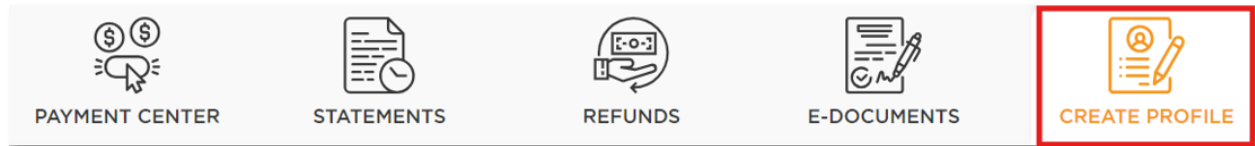
Navigation:

Select Student > Student Account & Fees > Payment and Account Centre

You will be redirected to the PayMyTuition portal.

Step 2: Student – Register for an Account with PayMyTuition

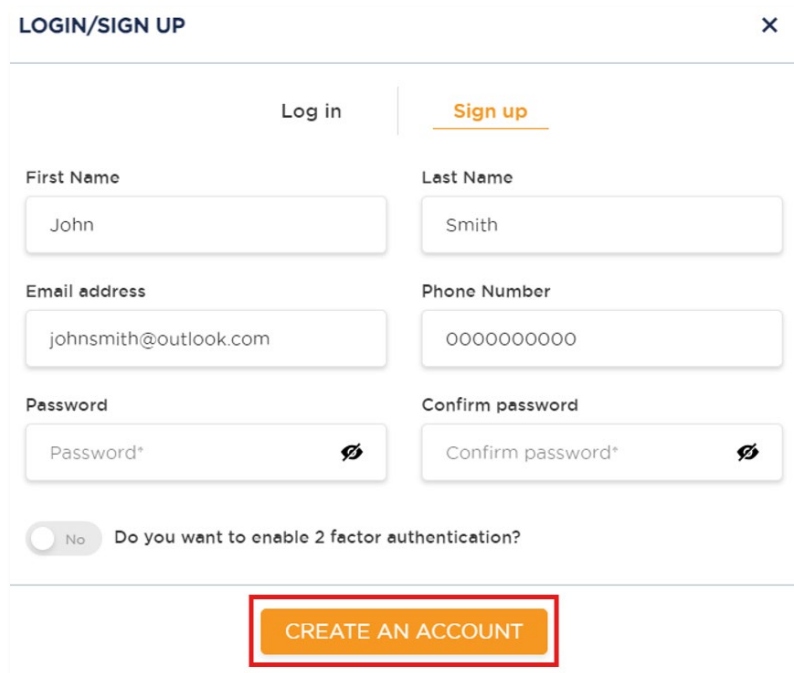
Upon redirecting into the PayMyTuition portal, select “**Create a Profile**” and click the “**Register**” button.



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



Complete your profile information and click “**Create an Account.**”



A 'LOGIN/SIGN UP' modal window with a close button (X) in the top right. It has two tabs: 'Log in' and 'Sign up' (which is selected and underlined). The form contains the following fields:

- First Name: John
- Last Name: Smith
- Email address: johnsmith@outlook.com
- Phone Number: 0000000000
- Password: Password* (with an eye icon to toggle visibility)
- Confirm password: Confirm password* (with an eye icon to toggle visibility)

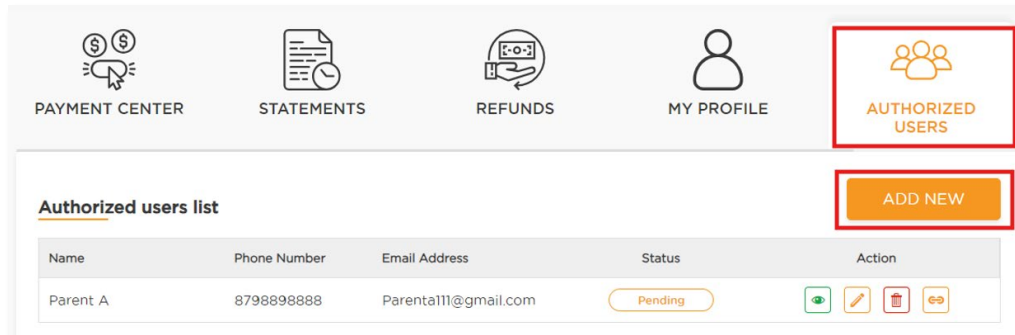
At the bottom, there is a toggle switch set to 'No' for the question 'Do you want to enable 2 factor authentication?'. Below the form is a large orange button with the text 'CREATE AN ACCOUNT' outlined in red.

Be on the look for an email from PayMyTuition confirming your profile has been created.

Step 3: Student – Register an Authorized User

Within the PayMyTuition portal, login to your PayMyTuition account.

Select the “**Authorized Users**” tab and click the “**Add New**” button.



Input your authorized users’ information. Remember to enable the correct permissions for your authorized user.

The screenshot shows the 'ADD AUTHORIZED USER' form. It has a title bar with 'ADD AUTHORIZED USER' and a close button (X). The form contains the following fields:

- First Name: First name*
- Last Name: Last name*
- Email Address: Email address*
- Phone Number: Phone number*





Below the fields, there are two permission questions, each with a toggle switch set to 'No':

- Would you like to allow this person to view your payment history and account activity?
- Would you like to allow this authorized user to view all transactions?

At the bottom, there are two buttons: 'CANCEL' and 'ADD'. The 'ADD' button is highlighted with a red border.

Once you have completed the form, click “**Add**”. Your authorized user will receive an email from PayMyTuition requesting they register as a user.

Tip: Within the “**Action**” column of your Authorized user list, you can view the status of your request, edit authorized user details, delete the authorized user from your account, and resend the email link for registration.

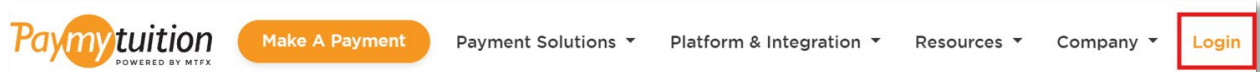
Authorized users list				ADD NEW
Name	Phone Number	Email Address	Status	Action
Carla Alegre	4164665555	test@gmailllllll.com	Pending	   

Step 4: Authorized User – Complete Your Account Registration

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 5: Authorized User – Accessing your PayMyTuition Account

To access your PayMyTuition account as an Authorized User, visit www.paymytuition.com and select Login from the top of the screen:




Input your email address and password and click Login to access the students’ Payment Center to action on payments:

Login

Email address

Password

[Forgot your password?](#)

LOGIN