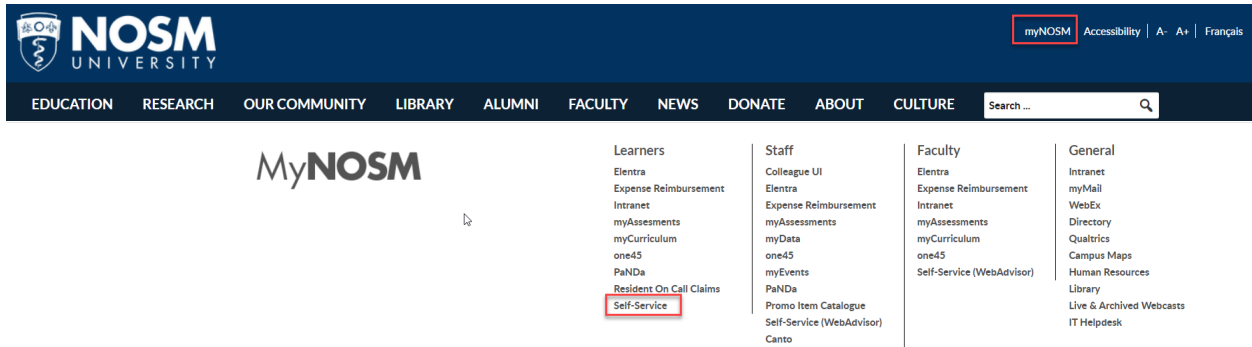


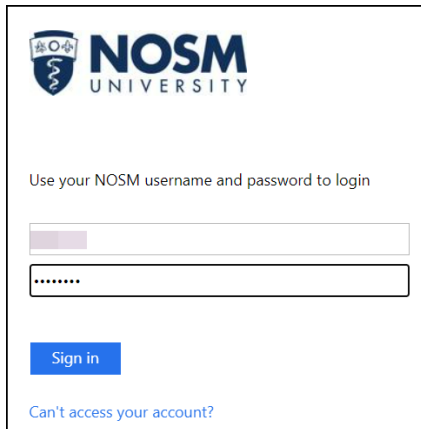
# Adding an Authorized User to PayMyTuition

An authorized user can be added to PayMyTuition to be able to make payments on your behalf.

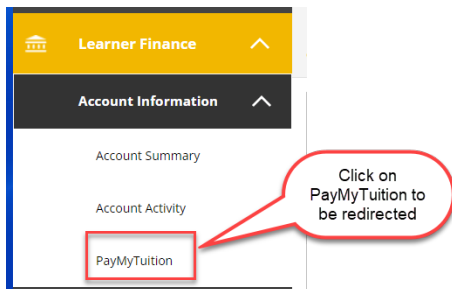
To access Self-Service, navigate to [www.nosm.ca](http://www.nosm.ca) and click on the myNOSM link to expand the menu and then click on Self-Service from the Learners menu.



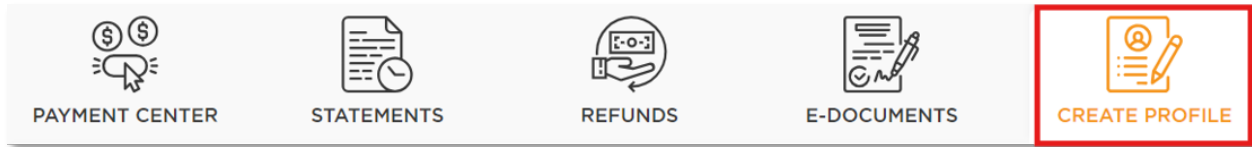
Login using your NOSM University credentials.



Once logged into Self-Service, click on the left navigation panel and click on **Learner Finance**. Next, select **Account Information** to locate **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.”**

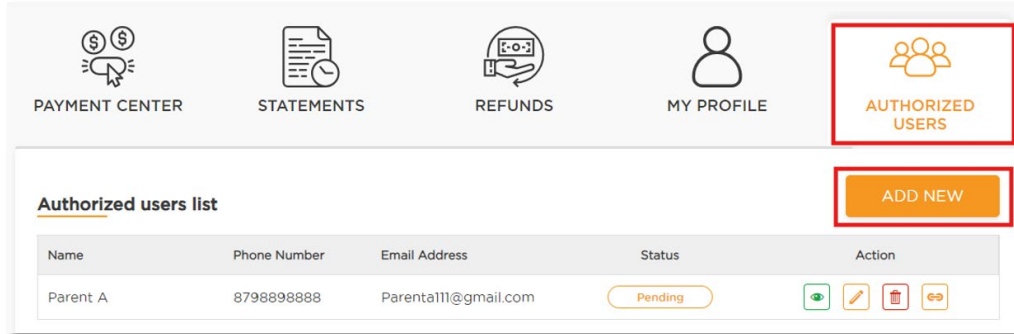
A 'LOGIN/SIGN UP' form with a close button (X) in the top right. It has two tabs: 'Log in' and 'Sign up'. The 'Sign up' tab is active. The form contains the following fields:

- First Name: Input field with 'John' entered.
- Last Name: Input field with 'Smith' entered.
- Email address: Input field with 'johnsmith@outlook.com' entered.
- Phone Number: Input field with '0000000000' entered.
- Password: Input field with 'Password\*' and an eye icon.
- Confirm password: Input field with 'Confirm password\*' and an eye icon.

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

You will receive an email from PayMyTuition confirming your profile has been created.

To register an authorized user, login to your PayMyTuition account. Select the “**Authorized Users**” tab and click the “**Add New**” button.

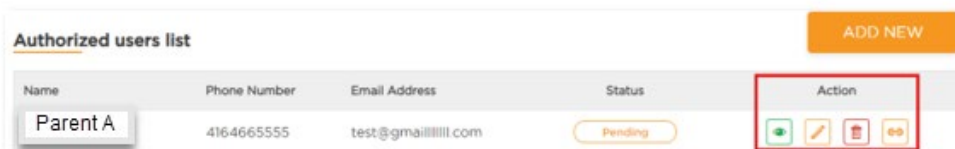


Enter your authorized users’ information. Remember to enable the correct permissions for your authorized user.

The 'ADD AUTHORIZED USER' form contains fields for First Name, Last Name, Email Address, and Phone Number. Below these fields are two permission checkboxes, both currently set to 'No': 'Would you like to allow this person to view your payment history and account activity?' and 'Would you like to allow this authorized user to view all transactions?'. The 'ADD' button at the bottom right is highlighted with a red box.

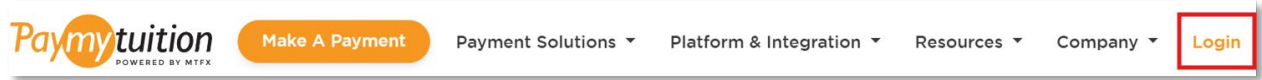
Once you have completed the form, click “**Add**”. Your authorized user will receive an email from PayMyTuition requesting they register as a user.

**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.



Your authorized user will receive an email from PayMyTuition with a request to register for an account. They will need to **click on the link within the email** to complete their account setup.

To access your PayMyTuition account as an Authorized User, they will need to visit [www.paymytuition.com](http://www.paymytuition.com) and select Login from the top of the screen:



They will then need to enter their email address and password and click Login to access the students' Payment Center to action on payments:

A screenshot of the 'Login' form on the PayMyTuition website. The form has a title 'Login' at the top center. Below the title are two input fields: 'Email address' with a placeholder 'Email address\*' and 'Password' with a placeholder 'Password\*' and a toggle icon. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is an orange button labeled 'LOGIN', which is highlighted with a red rectangular box.