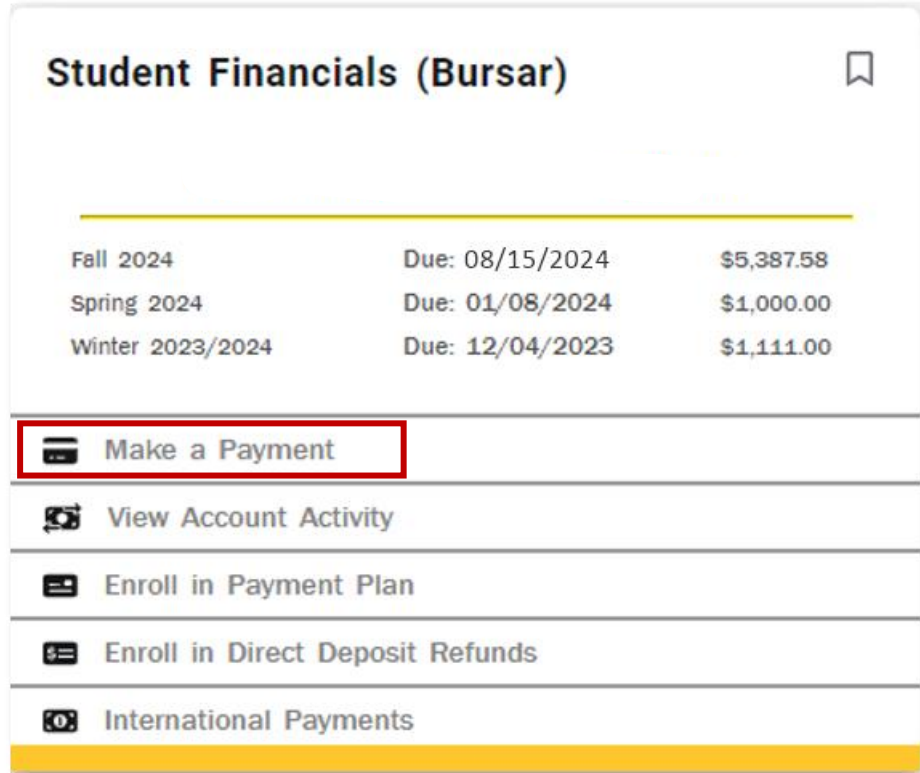


TouchNet – Authorized User(s)



Student Financials (Bursar)

Fall 2024	Due: 08/15/2024	\$5,387.58
Spring 2024	Due: 01/08/2024	\$1,000.00
Winter 2023/2024	Due: 12/04/2023	\$1,111.00

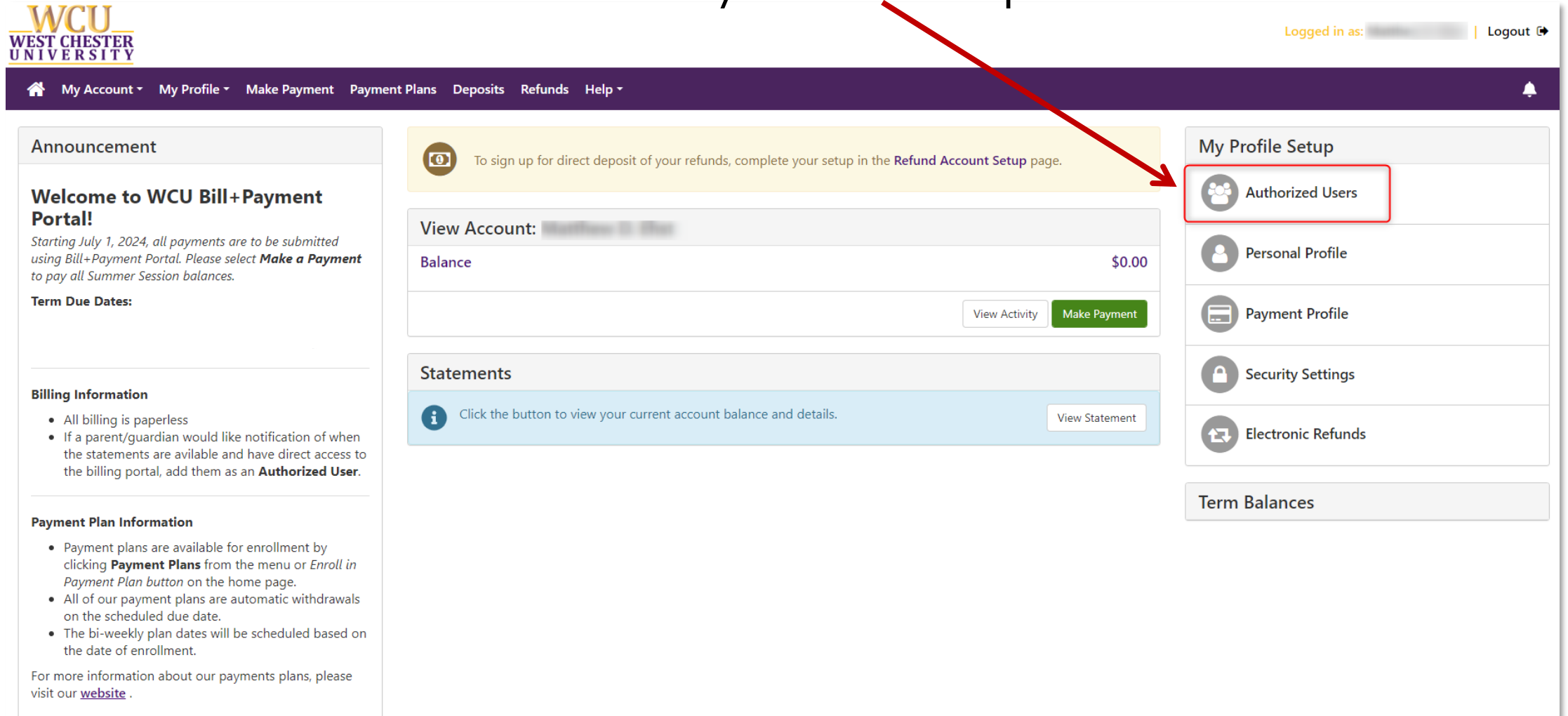
- Make a Payment**
- View Account Activity
- Enroll in Payment Plan
- Enroll in Direct Deposit Refunds
- International Payments

To designate an Authorized User, students will log into their RamPortal using their WCU ID and password.

They will then click on one of the links available under the Student Financials experience card. This will redirect them to Touchnet, our online portal to set up their authorized user(s).

TouchNet – Authorized User(s)

Choose Authorized Users from My Profile Setup menu



The screenshot displays the WCU Bill+Payment Portal interface. At the top left is the WCU logo. The top right shows the user is logged in with a name and a 'Logout' button. A dark purple navigation bar contains links for 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into several sections:

- Announcement:** A 'Welcome to WCU Bill+Payment Portal!' message with a note about payment submission starting July 1, 2024, and a 'Term Due Dates' section.
- View Account:** A section showing the account balance as '\$0.00' with 'View Activity' and 'Make Payment' buttons.
- Statements:** A section with an information icon and a 'View Statement' button.
- My Profile Setup:** A vertical menu on the right with options: 'Authorized Users' (highlighted with a red box and a red arrow), 'Personal Profile', 'Payment Profile', 'Security Settings', and 'Electronic Refunds'.
- Term Balances:** A section at the bottom right.

Billing Information:

- All billing is paperless
- If a parent/guardian would like notification of when the statements are available and have direct access to the billing portal, add them as an **Authorized User**.

Payment Plan Information:

- Payment plans are available for enrollment by clicking **Payment Plans** from the menu or *Enroll in Payment Plan* button on the home page.
- All of our payment plans are automatic withdrawals on the scheduled due date.
- The bi-weekly plan dates will be scheduled based on the date of enrollment.

For more information about our payments plans, please visit our [website](#).

TouchNet – Authorized Users

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds

Authorized Users

[Authorized Users](#) [Add Authorized User](#)

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 payment history and account activity? Yes No

Would you like to allow this person to receive your payment plan communications? Yes No

Enter the email of your Authorized User and toggle Yes or No to:

- ✓ Allow person to view **billing statement** and **account activity**
- ✓ Allow person to view **payment history** and **account activity**
- ✓ Allow person to receive your **payment plan communications**

Bill+Payment – Authorized User(s) Access

WCU Bill+Payment

Student and Staff

Authorized User

For Authorized Users only
Please enter your credentials to access your student's account.

Email:

Password:

Forgot Password Login

If you need assistance, please contact the Bursar's Office at bursar@wcupa.edu or (610) 436-2552

- The Authorized User(2) will receive two separate emails
1. Provides their username and confirmation of their access
 2. Temporary password to set up their account

The Authorized user will then enter their username and temporary password here, using the link provided in the email. Click login

NOTE: your student will need to grant access to any Authorized User to gain access.

TouchNet – Authorized Users

The Authorized User(2) will receive two separate emails

1. Provides their username and confirmation of their access
2. Temporary password to set up their account

Authorized User Profile Setup

Reset password. Please enter a new password.

* Indicates required fields

Full name:*

Password Requirements

Minimum 12 character length and must contain the following:

- 1 upper case letter
- 1 lower case letter
- 1 number
- 1 of the following special characters:
!"#\$%&'()*+,-./:;<=>?@[\\]^_`{|}~

New password:*

Confirm password:*

TouchNet – Authorized Users

My Profile

Personal Profile

Payment Profile

Security Settings

- Your profile changes were saved.
- Your password has been successfully changed.
- You can add or update your personal information.

*Full name

Edit

Login ID | Email address

Edit

Password

Edit

If you choose to enter a secondary email address, emails generated by this system will be sent to both addresses.

Secondary email address:

Edit

To get text messages about selected account events, enter your mobile phone number and carrier.

Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.

Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Mobile Number

Edit

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

After a new password is created, the Authorized User will have access to view their:

- Personal Profile
- Payment Profile
- Security Settings

The Authorized User may navigate to their home page to view their student's bill, submit payment, or enroll in a payment plan