

Bill+Payment – Authorized User(s)

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).

Student Financials (Bursar)

TOTAL BALANCE		\$7,498.58
Fall 2024	Due: 08/12/2024	\$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

Bill+Payment – Authorized User(s)

Student will choose Authorized Users from My Profile Setup menu



Logged in as: [Name] | Logout

My Account My Profile Make Payment Payment Plans Deposits Refunds Help

Announcement

Welcome to WCU Bill+Payment!

Fall Bills are Due August 12, 2024

Fall 2024 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](#)

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

View Account: [Name]

Balance \$11,972.08

View Activity Enroll in Payment Plan Make Payment

Statements

Click the button to view your current account balance and details. View Statement

My Profile Setup

Authorized Users

Personal Profile

Payment Profile [No Title]

Security Settings

Consents and Agreements

Electronic Refunds

Term Balances

Fall 2024 (Current) \$11,972.08

Bill+Payment – Adding 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

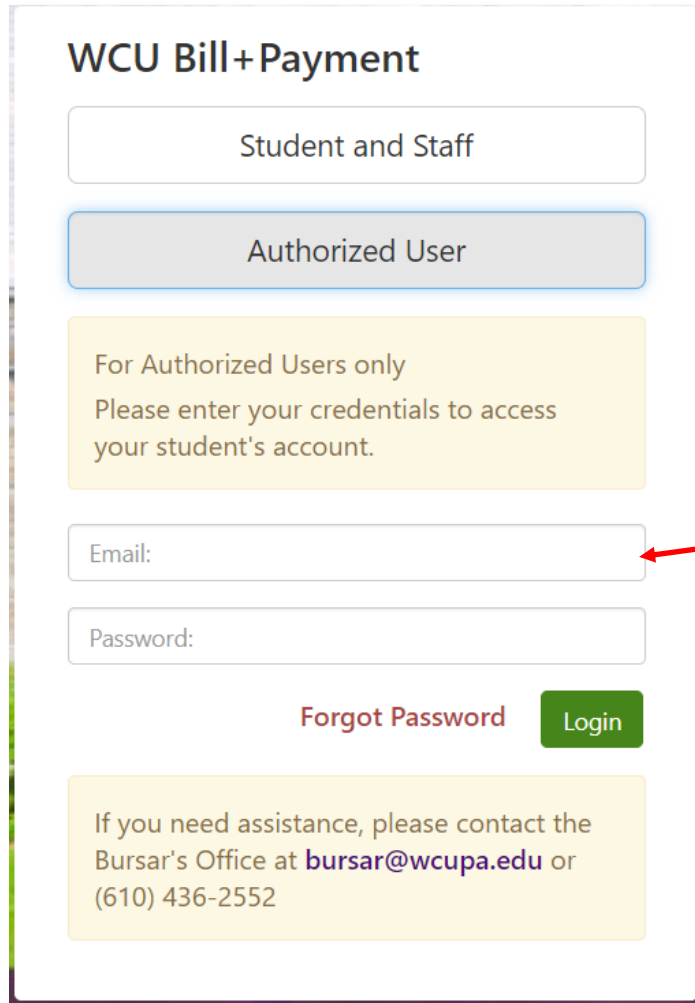
Would you like to allow this person to view your payment history and account activity? Yes No

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

Students will enter the email of their authorized user and select the options they want the authorize user to have access 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



The screenshot shows the WCU Bill+Payment login interface. At the top, there are two buttons: 'Student and Staff' and 'Authorized User', with the latter being highlighted in blue. Below these is a yellow box with the text: 'For Authorized Users only Please enter your credentials to access your student's account.' Underneath are two input fields: 'Email:' and 'Password:'. To the right of the password field is a green 'Login' button and a red 'Forgot Password' link. At the bottom, another yellow box contains contact information for the Bursar's Office: 'If you need assistance, please contact the Bursar's Office at bursar@wcupa.edu or (610) 436-2552'. A red arrow points from the text on the right to the 'Email:' input field.

- 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

Authorized User(s) will then set up their username and password

- Access the Authorized User portal link from our website or link provided in email.
- Enter your login credentials to gain access to Bill + Payment

Authorized User Profile Setup

Reset password. Please enter a new password.

* Indicates required fields

Full name:*

First name

Last 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:
!"#\$%&'()*+,-./:;<=>?@[N^_`{|}~

New password:*

Confirm password:*

Cancel

Continue

Bill+Payment – Authorized User(s) Profile Page

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