



Instructions for Authorizing Additional Users to UCM Payment Center

Are you assisting with your student's tuition and would like access to billing information? To gain access to UCM's Payment Center, your student must designate you as an authorized user -even if they have granted you access to other UCM information. Your student (and only your student) can do this by following the directions below.

Authorized users can:

- Receive email notifications with each tuition billing statement
- View account balances, activity and payment history
- Make payments online using eChecks, credit or debit cards
- Retrieve 1098T tax forms

Authorized users cannot:

- Access academic records, classes, or other personal student information
- Request financial records from the Office of Student Financial Services or the Office of Student Accounts

Adding an Authorized User

Log into mycentral.ucmo.edu using your UCM Network ID and password. If you don't know or remember your Network ID, you can retrieve it through the [Username Recovery application](#). This will email your Network ID to the personal email account that is on record.

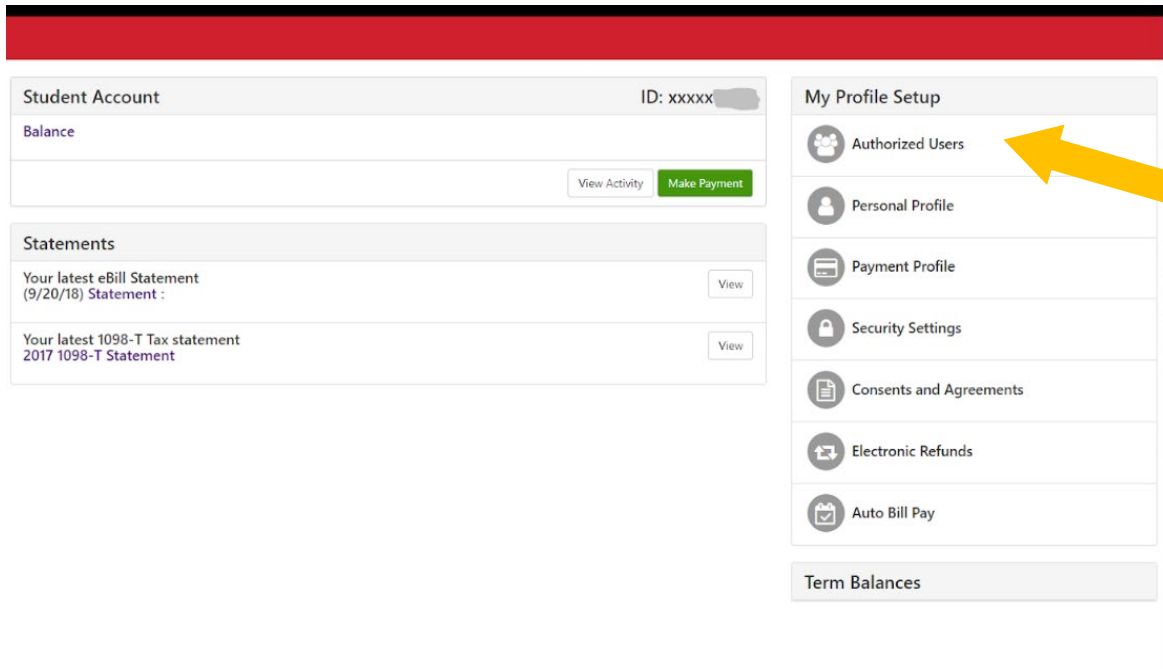
MyCentral is UCM's web portal where students can also change personal information, pay bills, look-up grades, request transcripts, log into Blackboard and student email. Once in MyCentral,

Step 1: Click on *Student*, then *Student Financial Services* and *UCM Payment Center*

The screenshot shows the UCM Student Financial Services website. The left sidebar contains a navigation menu with the following items: UCM Home, Student (highlighted with a red arrow), Records and Registration, Student Financial Services (highlighted with a red arrow), Activities, Health Services, and Employee. The main content area is titled "Payment Center - My Account Details" and contains the following text: "If you are not an authorized user, you can authorize a user by providing an email address to **Authorize a User** to access the Payment Center. Provide a mobile number to receive billing notification texts. See Pending Financial Aid Amounts beginning: Mid-July for Fall, Mid-April for Summer, Mid-December for Spring. **Make Payments** (Debit, Credit, or eCheck). **Eligible for a Refund? Set up Direct Deposit.** **Obtain 1098T Tax Statement** (electronic consent required). At the bottom, there is a button labeled "Continue to UCM Payment Center" with a blue arrow pointing to it.

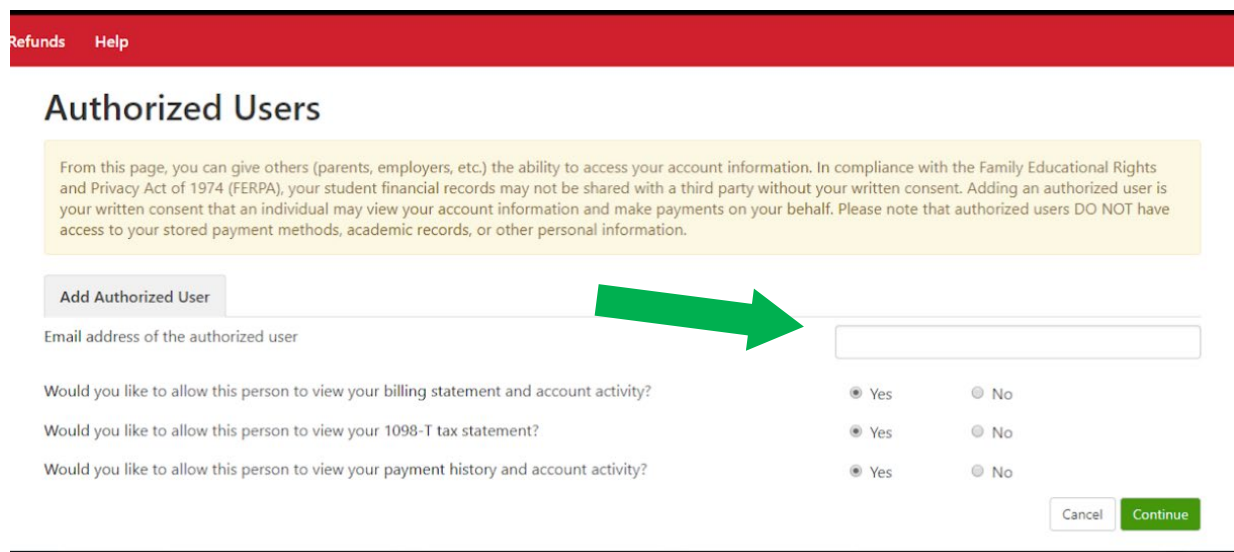
Inside your Student Account

Step 1: Click on *Authorized Users*



The screenshot shows the 'Student Account' dashboard. On the left, there are sections for 'Student Account' (with a balance field and 'View Activity'/'Make Payment' buttons) and 'Statements' (with links to view the latest eBill and 1098-T statements). On the right, the 'My Profile Setup' sidebar contains several options: 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Security Settings', 'Consents and Agreements', 'Electronic Refunds', and 'Auto Bill Pay'. A yellow arrow points to the 'Authorized Users' option. Below the sidebar is a 'Term Balances' section.

Step 2: Enter the email address of the person you want to authorize and choose access level



The screenshot shows the 'Authorized Users' page. At the top, there are links for 'Refunds' and 'Help'. Below the title 'Authorized Users', there is a yellow informational box explaining that users can give others access to account information, but this requires written consent and that authorized users do not have access to payment methods or academic records. Below this, there is a section titled 'Add Authorized User' with a green arrow pointing to the 'Email address of the authorized user' input field. Underneath, there are three questions with radio button options for 'Yes' and 'No':
1. 'Would you like to allow this person to view your billing statement and account activity?'
2. 'Would you like to allow this person to view your 1098-T tax statement?'
3. 'Would you like to allow this person to view your payment history and account activity?'
At the bottom right, there are 'Cancel' and 'Continue' buttons.

Step 3: Agree to the terms by checking the box and click *Continue*

Agreement to Add Authorized User

I hereby authorize **University of Central Missouri** to grant Mule4Life18@mules.edu full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Tuesday, October 23, 2018.

For fraud detection purposes, your internet address has been logged:
153.91.149.118 at 10/23/18 3:44:51 PM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree

Cancel Print Agreement **Continue**

Step 4: Receive a confirmation

My Account Payments eBills eRefunds

Account Activity My Profiles **Authorized Users**

Authorized Users

Thank you. We have sent an e-mail to Jenny_Mule@GoMules.edu with instructions on how to log in and view your billing information. This person will log in using the e-mail address you provided. (Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

From this page, 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.

▼ **Current Authorized Users**

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Full Name	E-mail Address	Action
	Jenny_Mule@GoMules.edu	Edit Delete

▶ **Add Authorized User**

An email notification will be sent to all authorized users allowing immediate account access.