

If a student wishes for a person to handle their financial business on their behalf and to receive notification of new fee bills and charges, and to make payments, the student can log in to the e-bill and payment suite and designate someone an “Authorized User”

Step 1. The Student can log directly into the e-bill and payment suite directly at:

https://payplan.uconn.edu/C21646_tsa/web/login.jsp

Step 2. The Student should log in under the box labeled “Students and Staff” The log in is the student’s PeopleSoft ID and password. Once logged in the student should see the e-bill and payment suite welcome page. To continue to authorize a user, the student should select the “Authorized Users” tab:

The screenshot displays the University of Connecticut's e-bill and payment suite interface. At the top, the University of Connecticut logo is visible on the left, and navigation links for "Home", "eBills", "Payments", "Payment Plans", "Authorized Users", and "My Profiles" are in the center. The "Authorized Users" tab is highlighted with a red box. In the top right corner, there are links for "Ask for Help" and "Log Out", and a "Logged in as:" field.

Welcome
This is the place to manage your student account activity. Here you can view your bills, make payments, enroll in a payment plan, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site.

Announcements

WELCOME
This page is for managing your e-Bills and Payment Plans.

To begin, please select one of the menu items on the horizontal bar above or use the "Quick View" tabs on the right to view current information.

Important Information:

- To setup an authorized user such as a parent or guardian, please click on "Authorized Users" above.
- Fall 2009 e-Bills will be ready for viewing approximately June 23.
- Your e-Bill will show your balance due as of the last statement. Your actual balance may differ depending on recent account activity. Please be sure to look at your "**Current Balance**" for the most up-to-date information.

Quick View

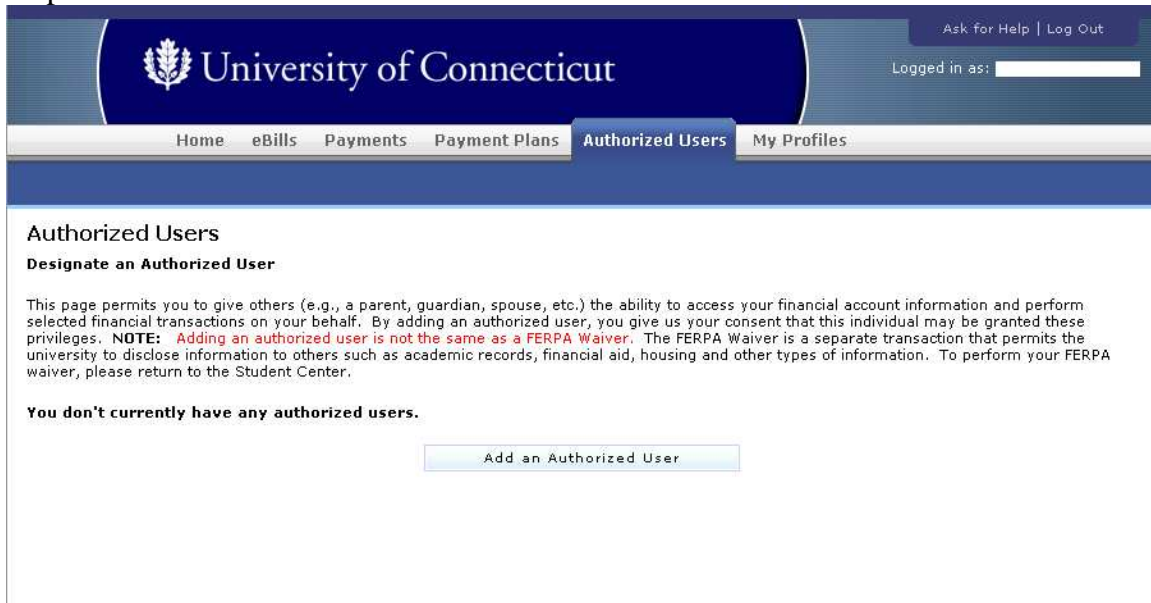
Current Account Status | eBills | Recent Payments and Credits | Enroll in a Payment Plan

Current Account Status
Your current account balance, including **recent account activity**, is: **\$0.00**. You can also view transactions and pay balances from **previous terms**.

Current Account Status		
Current Balance:	\$0.00	View Current Activity
		Make a Payment

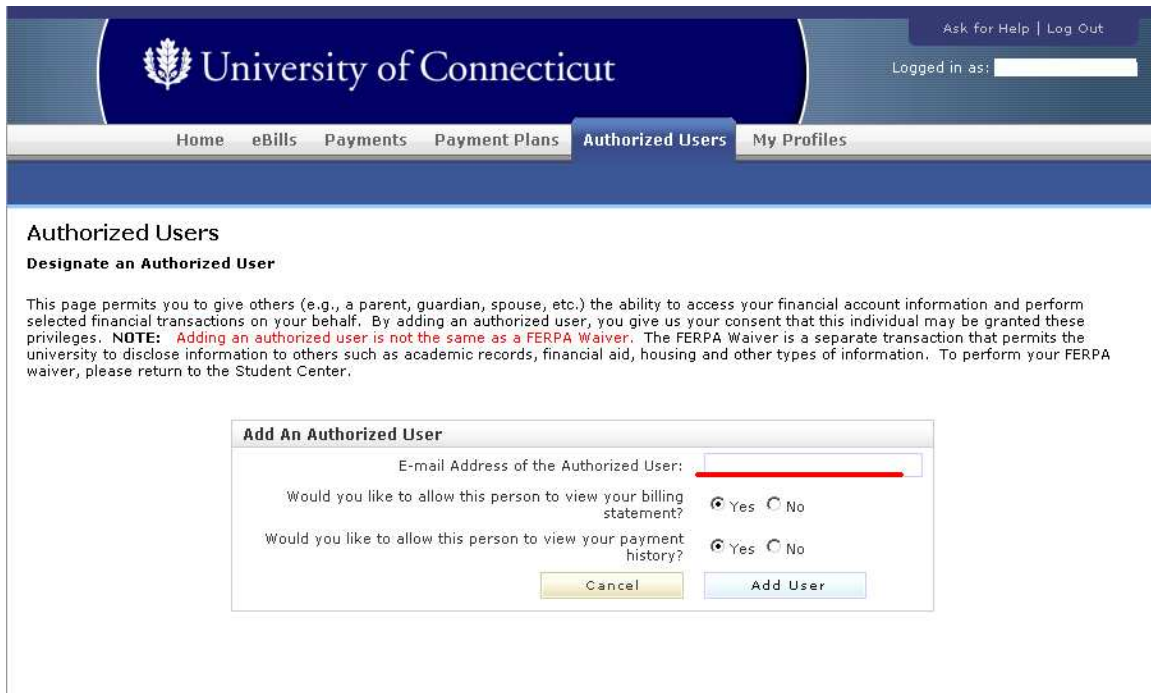
Note - this amount does not include any estimated financial aid.

Step 3. Once there the student will click the “Add an Authorized User” button:



The screenshot shows the top navigation bar of the University of Connecticut website. The header includes the university logo and name, along with links for 'Ask for Help | Log Out' and a 'Logged in as:' field. Below the header is a menu with options: Home, eBills, Payments, Payment Plans, Authorized Users (highlighted), and My Profiles. The main content area is titled 'Authorized Users' and contains a sub-section 'Designate an Authorized User'. A paragraph explains the purpose of the page and includes a note about FERPA Waivers. Below the text, it states 'You don't currently have any authorized users.' and features a prominent 'Add an Authorized User' button.

Step 4. Here the student can enter a parent/guardian’s e-mail address. Once the address is entered, select the “Add User” button. Make sure the student selects “Yes” to both questions so the newly authorized user can view the fee bill and be able to make payments. If the student selects “No” to one of the options then the Authorized User will not be able to either pay the bill or view the bill depending on the option that was not selected:



This screenshot shows the 'Add An Authorized User' form. It includes the same navigation bar as the previous screenshot. The form has a title 'Add An Authorized User' and a sub-section 'Designate an Authorized User'. It contains a text input field for 'E-mail Address of the Authorized User:'. Below this are two questions with radio button options: 'Would you like to allow this person to view your billing statement?' and 'Would you like to allow this person to view your payment history?'. Both questions have 'Yes' selected. At the bottom of the form are 'Cancel' and 'Add User' buttons.

Step 5. Next, the student should carefully read the statement and enter the last four digits of their PeopleSoft ID number and select “I Agree.”:

Ask for Help | Log Out

Logged in as:

Home eBills Payments Payment Plans **Authorized Users** My Profiles

I hereby authorize **University of Connecticut** to grant **EMAIL** full access to my accounts, including ability to view all monthly statements, and/or make payments accordingly. My payment methods, 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 Thursday, May 28, 2009.

For fraud detection purposes, your internet address has been logged.

137.99.34.128 at 05/28/2009 10:20:39 AM 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 enter the last four digits of your Student ID number in this field and press the "I Agree" button to continue.

The e-mail recipient is now an Authorized user. The recipient will receive an e-mail with their log-in and password information and can log in at:

https://payplan.uconn.edu/C21646_tsa/web/login.jsp

The newly authorized user will log-in under the “Authorized User” box.

Please note: Becoming an authorized user does not grant the user with FERPA designee status. For more information on becoming a FERPA designee please visit [FERPA link]