How to Add Authorized Users to Your Account

**Important Note:** Authorized users are granted access to the student’s account in order to pay the account balance, pay payment plan installments, or enroll in a payment plan. There are options the student will select that will determine how much of the account activity can be seen by each authorized user.

1. The student needs to visit the Inside EWU website at [inside.ewu.edu](http://inside.ewu.edu)

2. Scroll down on the page and click on the “Make a Payment” link in the directory on the left of the page.
3. Sign in with your NetID and password.

4. Select a term and submit.
5. Select make a payment.

6. Now you should be on the home page of TouchNet. Click “Authorized Users” to start.
7. On this page you’ll see two tabs. One for current authorized users where you’ll see any prior authorized users that you granted access to your account (if applicable). Click the “Add Authorized User” tab to begin the process of adding a new user.

Input the email of the user and then select the option for whether or not you want the user to be able to view your payment history and account activity. If you select “No”, the authorized user will still be able to make payments and enroll in a payment plan on your behalf. Next click “Continue”.

8. Click the box at the bottom of the page to electronically sign the agreement to add the authorized user specified. Then click “Continue”. You will receive an email confirmation after completing this step.
9. The authorized user will receive two (2) emails. The first email will contain a notification of their new access and the username they’ll use to sign in. The second email will contain a temporary password for them to use the first time they sign in.
10. The authorized user will now log in to TouchNet using the credentials emailed to them by navigating to the following website.

https://secure.touchnet.net/C20347_tsa/web

11. Next the authorized user will finish setting up their account by adding their name and creating a password.
12. By clicking the home icon, the authorized user will then be able to make a payment, enroll in a payment plan, or view account history (if the student granted access to view the history in Step #5.) In the example below, the student is already enrolled in a payment plan, but if they were not the authorized user would see an “Enroll in a Payment Plan” button between the “View Activity” and “Make Payment” buttons.

If an authorized user wishes to enroll the student in a payment plan they can follow the payment plan enrollment instructions in the document held on the Student Financial Services website.

Authorized users are also able to make installment payments for the student by clicking the gear icon next to the upcoming installment. Payments for installments can be made immediately or can be scheduled for a future date.