




## Add an Authorized User Online

Authorized users can:

- ▶ Establish a payment plan.
- ▶ View eBills to see the latest charges on your student's account.
- ▶ Make electronic payments to your student's account.

*Please note that authorized users do NOT have access to the student's academic records or other personal information.*

To add an authorized user, log in to the Hofstra portal at [my.hofstra.edu](https://my.hofstra.edu) and follow these steps:

1. Select the **Menu**  icon in the upper left corner.
2. Under **Student Services**, select **Student Payment Center**.
3. Click on **My Payment Center**, which will open a new browser to take you to the **TouchNet Payment Gateway**.
4. Under **My Profile Setup** on the right, select **Authorized Users**.
5. Enter the email address of the authorized user you are adding to your account and select **Yes** for all three questions.
6. Click **Continue**.
7. Read the agreement, check the **"I Agree"** box and click **Continue**.

*An email will be sent to the address of the individual you added as an authorized user with instructions on how to log in.*

If you have questions, please contact your student financial services counselor at [sfs@hofstra.edu](mailto:sfs@hofstra.edu) or 516-463-8000.