

Authorized Users

What is an Authorized User?

An authorized user is someone the student gives access to myBill. An authorized user can:

- View bills
- View tax forms
- Make payments
- Enroll in payment plans
- View student account activity (charges and payments)

The student is the only person that can setup, give access, and remove authorized users. It is the student's responsibility to ensure the information is correct and up to date.

*****Please note that being setup as an authorized user does not permit the Treasurer's Office employees to disclose financial information to said authorized user. A Release of Confidential Student Financial Record Information form is to be submitted to our office by the student with proper identification.***

Authorized User Login

Please go to https://epay.astate.edu/C20019_tsa/web/login.jsp to login as an Authorized User.

Release of Information

In order for the Treasurer's Office to discuss account information with anyone other than the student, the student must sign a [Release of Confidential Student Financial Record Information.pdf](#) form. The form must be completed within our office or signed by a Notary.

If you have any questions, please contact the Treasurer's Office at sasbillpayment@astate.edu or 870-972-2285.

Revision #6

Created 2025-10-28 22:13:37 UTC by Erin Sullinger

Updated 2026-03-09 22:00:31 UTC by Erin Sullinger