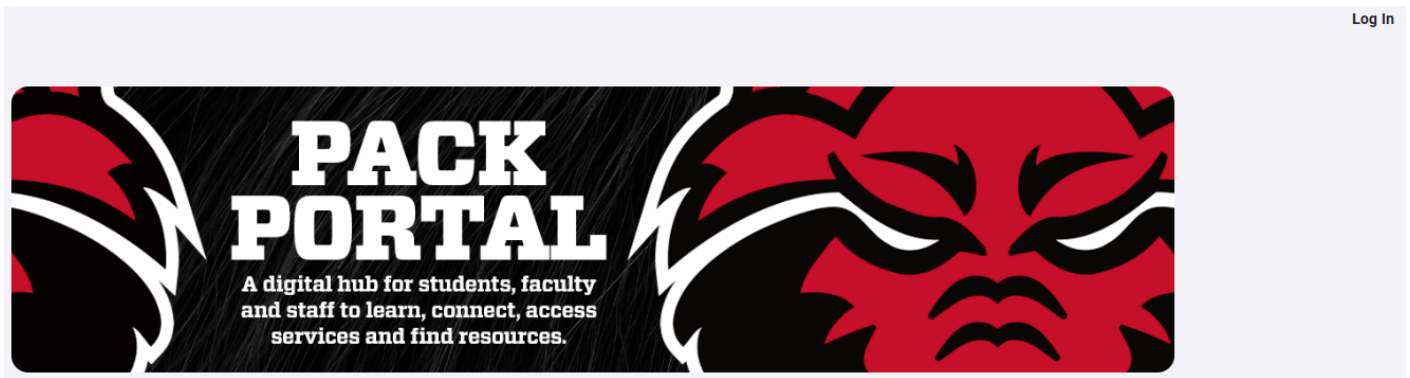


How To Setup an Authorized User

Students can give themselves and others (parents, employers, etc.) the ability to access their financial 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, an individual may view your financial account information and make payments on your behalf.

1. Login to [Pack Portal](#)



2. Click on the myBill button within the myBill widget in your Dashboard

Widgets

myBill

...

View and print charges, make payments, enroll in an online installment plan, and access 1098-T tax forms.

myBill

Contact sasbillpayment@AState.edu or (870)972-2285 with any questions.



ARKANSAS STATE
UNIVERSITY



My Account ▾

My Profile ▾

Make Payment

Payment

Announcement

Authorized Users

Personal Profile

Security Settings

Electronic Refunds

****ATTENTION

February

OR

My Profile Setup

 Authorized Users

 Personal Profile

 Security Settings

 Consents and Agreements

 Electronic Refunds

4. Click on Add Authorized User tab

Authorized Users

Authorized Users

Add Authorized User

No authorized user has access to your account information.

5. Enter your personal email or parent/guardian's email address, answer each question, and click Continue.

Authorized Users

Authorized Users

Add Authorized User

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.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

Would you like to allow this person to view your 1098-T tax statement?

Would you like to allow this person to view your payment history and account activity?

Would you like to allow this person to receive your payment plan communications?

☒ Yes

☒ Yes

☒ Yes

☒ Yes

☐ No

☐ No

☐ No

☐ No

Cancel

Continue

6. Read through the agreement, select Agree, and click Continue.

Agreement to Add Authorized User



I hereby authorize **Arkansas State University** to [REDACTED]@email.com 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.

Access to my accounts also includes the ability to :

- View my 1098-T tax statement
- Receive my payment plan communications

This agreement is dated 14-Apr-2026 5:41:17 PM CDT.

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

[REDACTED] at 14-Apr-2026 5:41:17 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

7. An email with a temporary password will go out to the email address you are setting up as an Authorized User. The email is temporary, so be sure to inform the Authorized User to go in and setup their password as the temporary will expire in 48hrs.

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

Revision #8

Created 2025-10-29 16:37:26 UTC by Erin Sullinger

Updated 2026-05-12 17:36:04 UTC by Erin Sullinger