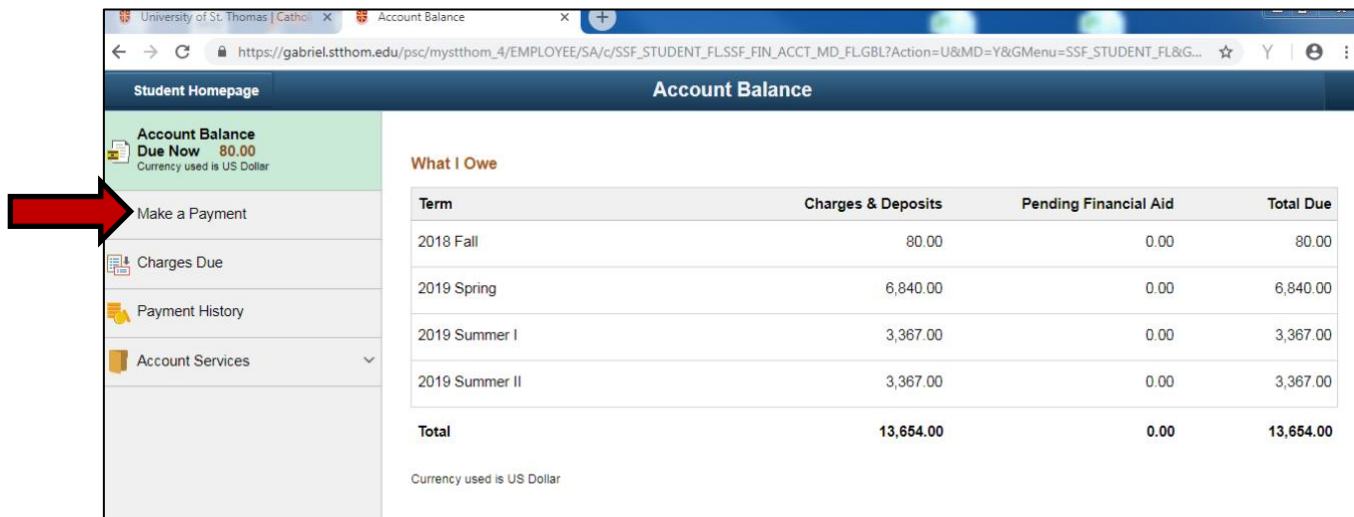


# HOW TO ADD AN AUTHORIZED PARTY

STEP 1: Click on Financial Account



STEP 2: Click on “Make a Payment”



The screenshot shows the "Account Balance" page. The page title is "Account Balance" and the URL is "https://gabriel.stthom.edu/psc/mystthom\_4/EMPLOYEE/SA/c/SSF\_STUDENT\_FLSSF\_FIN\_ACCT\_MD\_FL\_GBL?Action=U&MD=Y&GMenu=SSF\_STUDENT\_FL&G...". The page displays the account balance and a table of charges.

**Account Balance**  
Due Now 80.00  
Currency used is US Dollar

**What I Owe**

| Term           | Charges & Deposits | Pending Financial Aid | Total Due        |
|----------------|--------------------|-----------------------|------------------|
| 2018 Fall      | 80.00              | 0.00                  | 80.00            |
| 2019 Spring    | 6,840.00           | 0.00                  | 6,840.00         |
| 2019 Summer I  | 3,367.00           | 0.00                  | 3,367.00         |
| 2019 Summer II | 3,367.00           | 0.00                  | 3,367.00         |
| <b>Total</b>   | <b>13,654.00</b>   | <b>0.00</b>           | <b>13,654.00</b> |

Currency used is US Dollar

The "Make a Payment" button is highlighted with a red arrow.

Step 3 : Click on the red “jUSTPay” button:

Account Balance  
**Due Now 80.00**  
Currency used is US Dollar

**Make a Payment**

Charges Due

Payment History

Account Services

### Allocate Payment

**You owe 13,654.00.**

- Due Now 80.00
- Future Due 13,574.00

**\*\* You have a past due balance of 80.00. \*\***

**jUSTPay**

| Term           | Outstanding Charges & Deposits | Pending Financial Aid | Total Due        |
|----------------|--------------------------------|-----------------------|------------------|
| 2018 Fall      | 80.00                          |                       | 80.00            |
| 2019 Spring    | 6,840.00                       |                       | 6,840.00         |
| 2019 Summer I  | 3,367.00                       |                       | 3,367.00         |
| 2019 Summer II | 3,367.00                       |                       | 3,367.00         |
| <b>Total</b>   | <b>13,654.00</b>               |                       | <b>13,654.00</b> |

Currency used is US Dollar

Remittance Addresses

\*To use the jUSTpay feature, please ensure your device allows popups from myStThom.

Step 4 : Click on the **Add an Authorized Party** link in the lower right:

UNIVERSITY OF ST. THOMAS

Home My Profile Financial Accounts

Signed in as Kimberly

### Payment Plan & Billing

Current Balance  
**\$6,920.00**

**Make a Payment**

View Last Bill

| Term                        | AMOUNT DUE        |
|-----------------------------|-------------------|
| SPRING 2019 Current Charges | <b>\$6,840.00</b> |
| FALL 2018 Current Charges   | <b>\$80.00</b>    |

**Set up a Payment Plan**

Want to allow a friend or family member to pay toward your balance?  
[Add an Authorized Party](#)

The following screen then appears:

### Add Authorized Party

First Name  Last Name

#### Authorized Party Access

Authorized Parties will have access to your University of St. Thomas account balance and the activity that the Authorized Party has initiated on your behalf, such as payments. They do not have access to your contact information, user credentials, other Authorized Parties or your financial account information.

Include the details that make up my balance

#### Authorized Party Authentication

Create a question that the authorized party will know the answer to. You may want to inform the authorized party of this question and answer.

Authorized Party Authentication Question

Authorized Party Authentication Answer

#### Web Access

Enter an e-mail address to allow this person to create an account and pay online. An e-mail will be sent to this address upon save. If the E-mail Address field is left blank, the authorized party will only be able to discuss your account with Nelnet over the phone.

E-mail Address

#### Terms and Conditions

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your explicit permission. By creating an Authorized Party you are giving explicit consent for that individual to view and discuss your account information, make payments on your behalf, and for us to provide information to that individual about the balance of your account. This authorization will remain in effect until you remove the individual as an Authorized Party on your account.

By adding this Authorized Party you, Kimberly Rosen, agree to the terms and conditions.

[Cancel](#)