



Lees  McRae
COLLEGE

Sign in

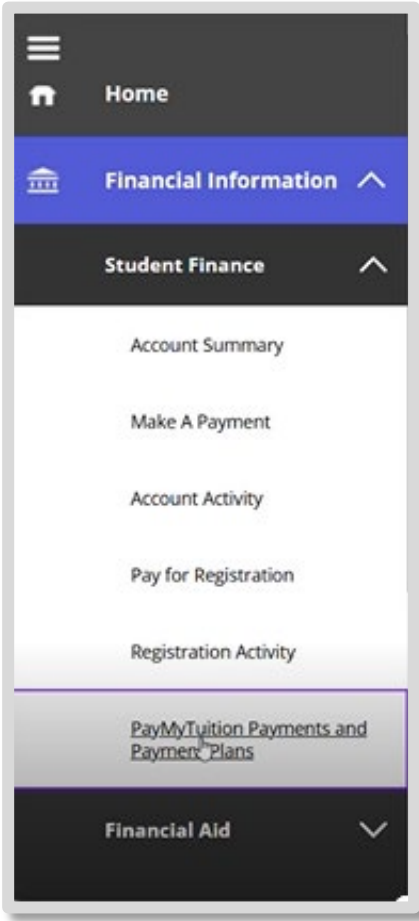
user@lmc.edu

[Can't access your account?](#)

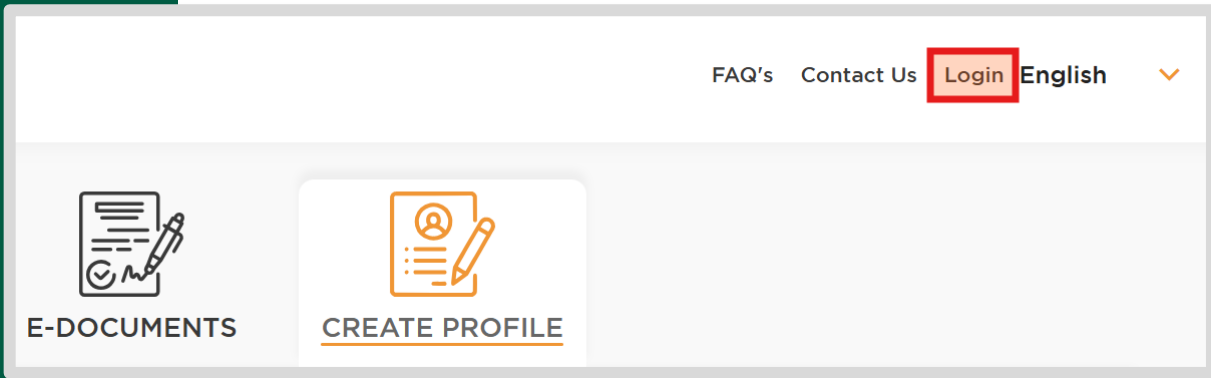
 Sign-in options



✔ Sign in at: [Lees McRae College Self-Service](#)

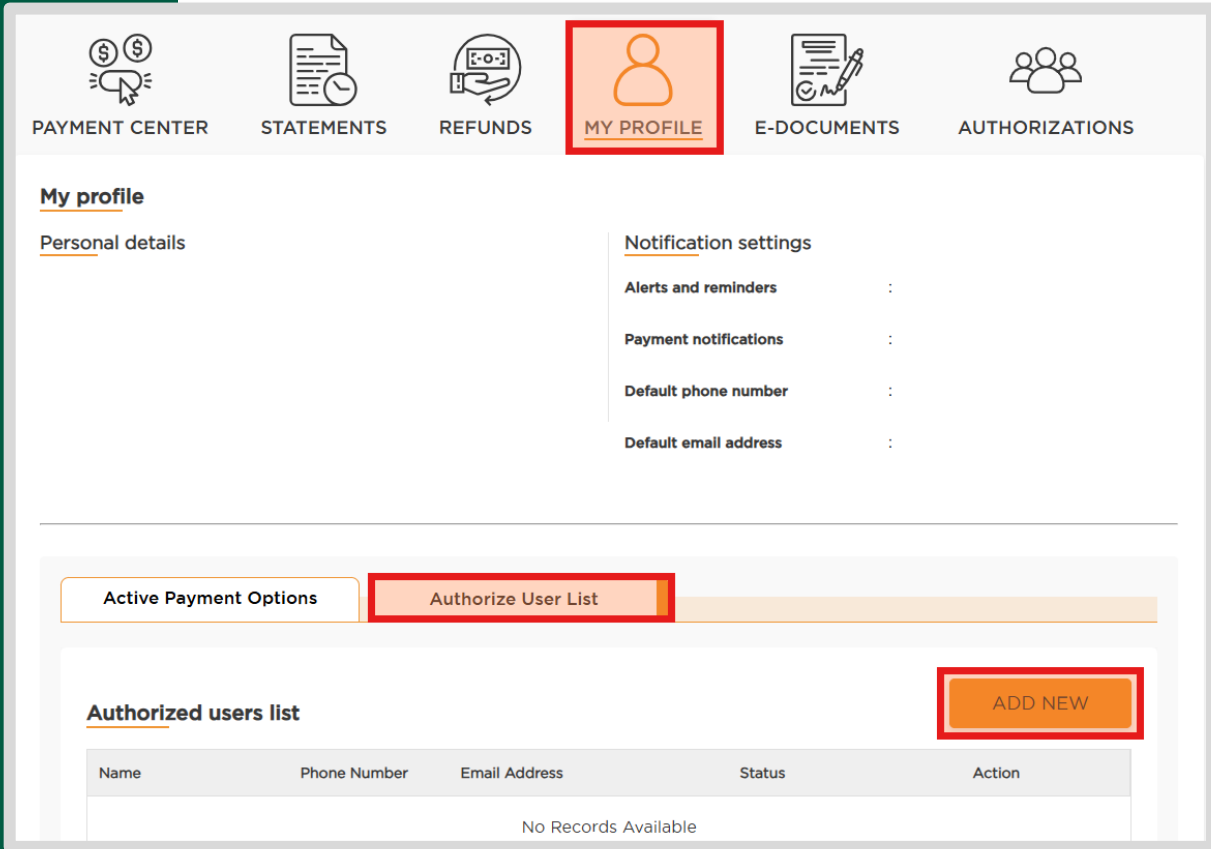


✔ Select **Financial Information** → **Student Finance** → **PayMyTuition Payments and Payment Plans** to redirect to the **PayMyTuition** portal.



Step 2: Add an Authorized User

- ✔ Within the PayMyTuition portal, login to your PayMyTuition account.



- ✔ Select the **MY PROFILE** section and select **Authorize User List** at the bottom of the page. Select **ADD NEW**.

ADD AUTHORIZED USER

First Name:

Last Name:

Email Address:

Phone Number:

Would you like to allow this person to view your payment history and account activity? No

Would you like to allow this authorized user to view all transactions? No

Would you like to allow this authorized user to view your electronic document center? No



- ✔ Input the authorized user information. Remember to enable the correct permissions for the authorized user by toggling the security options available.
- ✔ Once the form is complete, select **ADD**. The authorized user will receive an email from PayMyTuition requesting they register as a user.

Active Payment Options | Authorize User List

Authorized users list

Name	Phone Number	Email Address	Status	Action
Jane Doe	0001112234	janedoe123@gmail.co...	Pending	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>



- ✔ Students can track the status of their authorized user request, edit authorized user details, delete the authorized user from their account, and resend the email link for registration within their Authorized users list dashboard.



Hello Authorized User,

John Doe has granted you access to their student financial account. Please click on the link below to register your account and establish your personalized login.

[Click here to register your account!](#)

If you have any questions, please contact us directly or your dedicated department at your institution.

Regards,

PayMyTuition Support Team

Email: studentrefunds@paymytuition.com

Toll Free: [+1.855.663.6839](tel:+18556636839)

Canada Local: [+1.905.305.9053](tel:+19053059053)

US Local: [+1.201.209.1939](tel:+12012091939)



AUTHORIZED USER INSTRUCTIONS ACCESSING YOURPAYMYTUITION PROFILE

Step 1: Complete your Account Registration with PayMyTuition

- ✔ Authorized Users will receive an email from PayMyTuition with a request to register for an account. Select the link within the email to complete your account setup.

Step 2: Access your PayMyTuition Account as an Authorized User

- ✔ To access your PayMyTuition account as an Authorized User, visit <https://payment.paymytuition.com/login>.

Input your email address and password and select **Login** to access your students' Payment Center and view or action on payments.



Login

Email address

Email address*

Password

Password*



[Forgot your password?](#)

LOGIN