

Setting Up an Authorized User

Students can grant access to their payment portal to outside users (parents, guardians, family members, etc.) by adding them as authorized users. Once granted access, authorized users can generate billing statements, make payment, and enroll into the semester payment plan on behalf of the student.

[Authorized User Payment Portal Login](#)

To set up an authorized user, the student must first log in to their [Student Payment Portal](#). From the payment portal home screen, click the “Authorized Users” tab under the “My Profile Setup” menu.

TEXAS STATE
Student Business Services

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Logout

My Account My Profile Make Payment Payment Plans Refunds Help

Announcement

Welcome to the SBS Bill and Payment application!

Fall 2025 charges are now available.

Payment for fall courses is due by August 21, 2025.
Payment Plan Installment Due Dates:

- September 18
- October 16
- November 13

I would like to pay... Select Option Go

View Account:

Balance \$5,621.73

View Activity Enroll in Payment Plan

Statements

Click the button to view your current account balance and details. Generate Real-Time Billing Statement

My Profile Setup

Authorized Users

Personal Profile

Electronic Refunds

Term Balances

Fall 2025	\$5,556.73
Spring 2025	\$65.00

Next, click the “Add Authorized User” option at the top of the page. Then, type in the email address of the person you wish to grant access to. Finally, click the green “Continue” button at the bottom right.

Authorized Users

Authorized Users **Add Authorized User** 1.

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 2.

Would you like to allow this person to view your billing statement and account activity? ☒ Yes ☐ No

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

Would you like to allow this person to receive your payment plan communications? ☒ Yes ☐ No

3. Cancel Continue

Lastly, a popup will appear. Click the checkbox next to “I Agree” at the bottom of the popup, then click the green “Continue” button at the bottom right.

Agreement to Add Authorized User

I hereby authorize **Texas State University** to grant @gmail.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 :

- Receive my payment plan communications

This agreement is dated 18-Aug-2025 5:05:39 PM CDT.

For fraud detection purposes, your internet address has been logged:
147.26.144.246 at 18-Aug-2025 5:05:39 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

The outside user has now been granted access to the Authorized User Payment Portal. They will receive an automated email containing a temporary password to use as their first time login credentials. Upon logging in, they will be prompted to set up their user profile, including creating a new personal password.