

How to Set up an Authorized User

Log into your MyHeliotrope account and select the Payment Center link on the Student Accounts Card. Once on the Payment Center home screen, under the My Profile Setup section, select Authorized Users on the righthand side of the page.

The screenshot shows the 'Purchase College' dashboard. The navigation bar includes 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into three sections:

- Announcement:** A welcome message to the Payment Center, followed by instructions on how to view bills, make payments, and set up authorized users. It also includes information about refunds and housing.
- Student Account:** Displays the current balance of \$1.56 and provides buttons for 'View Activity' and 'Make Payment'.
- My Profile Setup:** A list of settings including 'Authorized Users' (highlighted in yellow), 'Personal Profile', 'Security Settings', and 'Electronic Refunds'.

Below the profile setup is a 'Term Balances' table:

Term	Balance
Spring 2025	\$1.56

On the Authorized Users screen, you will be able to view any Authorized Users that you have already set up. To add a new user, select the Add Authorized User tab and enter the email address for the person you are adding.

The screenshot shows the 'Authorized Users' setup screen. The navigation bar is the same as in the previous screenshot. The main content area is titled 'Authorized Users' and has two tabs: 'Authorized Users' and 'Add Authorized User' (highlighted in yellow).

Below the tabs is a yellow informational box:

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.

Below the box is a form with the following fields:

- 'Email address of the authorized user' with an empty text input field.
- Two questions with radio button options:
 - 'Would you like to allow this person to view your payment history and account activity?' with 'Yes' selected.
 - 'Would you like to allow this person to receive your payment plan communications?' with 'Yes' selected.

At the bottom right are 'Cancel' and 'Continue' buttons.

Click the Continue button. You will be presented with a pop-up agreement. Check the box at the bottom next to I Agree and submit.

Agreement to Add Authorized User ×

[REDACTED]

I hereby authorize **Purchase College SUNY** to grant [REDACTED] partial access to my accounts, including ability to view my payment history and/or make payments accordingly. My payment methods, billing statements, 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 02-Jul-2025 8:45:36 AM EDT.

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

199.79.171.160 at 02-Jul-2025 8:45:36 AM EDT

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

When you agree to the set-up of an Authorized User, two emails will be sent to your Authorized User with instructions on setting up their login access. The email below will be sent with the link for the Authorized User to log in. It will be followed by an email with a temporary password that the user will need to change to a permanent password.

Note: It is recommended that Authorized Users bookmark this link so that it is accessible for future logins. The link can also be found on the billing page of the Purchase College website.



Hello and welcome!

You have been granted online access to view billing information for the following account(s).
You can now make payments on behalf of this student, schedule, automate future payments, and more.
To access the student's account, please log in using the site and username shown below. For security, we are sending the initial password for this acc

Access Information

Student Name: [REDACTED]
Username: [REDACTED]
Weblink: https://secure.touchnet.net/C21477_tsa/web/index.jsp

Thank you.

Student Financial Services
Purchase College, SUNY

