How a Student sets up an Authorized Payer

1. Log into your myBSU account.
2. Click on the SSB (Self-Service Banner) link.
3. Select the Student tab.
4. Select the eBill box.
5. Click on the Add New link within the Authorized Payers section.
6. Input a user name for the authorized payer.
7. Input and confirm the email address for the authorized payer.
8. (optional) Type a welcome note for the authorized payer.
9. Choose whether the authorized payer should be allowed to:
   A. Log in
   B. Access electronic bills and also receive electronic bill email notifications
   C. Receive Installment Payment Plan email notifications
   D. Receive SMS (text message) notifications
10. Select the OK button to complete the authorized payer set-up.
11. The authorized payer will receive an email notification to alert them that they are an authorized payer. The subject of this email is “<Student's Name> has created an account for you at Ball State University”. An example of the actual email notification is as follows:

Riley A. Harrison  has created an account for you at Ball State University
bursar@bsu.edu
Sent:   Tue 8/21/2012 10:20 AM
To:     Mr. Harrison

Riley A. Harrison  has created an account for you at Ball State University.

Optional message to authorized payer goes here.

Your login information is:

Authorized Payer: Authorized Payer Name
Password: fM2aJrYJX

To access the account, please click the link below:

https://commerce.cashnet.com/bsupay?LT=P

(If clicking the link does not work, please copy and paste the information into your browser.)
How a Student Resets a Password for an Authorized Payer

1. Log into your myBSU account.
2. Click on the SSB (Self-Service Banner) link.
3. Select the Student tab.
4. Select the eBill box.
5. Click on the Edit link for the correct authorized payer.
6. Select the **Reset Password** button at the bottom of the page and confirm by selecting the **Continue** button.
7. The authorized payer will receive an email notification to alert them of their password being reset. An example of the actual email notification is as follows:

```
Your password has been reset
bursar@bsu.edu
Sent: Tue 8/21/2012 10:35 AM
To: Mr. Harrison

A new password was recently requested for your account at Ball State University.

Your new login information is:

Authorized Payer: Authorized Payer Name
Password: nmTDPdKHP

When you login you will be prompted to change your password. We encourage you to immediately change it to something you will remember.

To access the account, please click the link below.

https://commerce.cashnet.com/bsupay?LT-P

(If clicking the link does not work, please copy and paste the information into your browser.)
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How a Student Edits an Authorized Payer’s email address

1. Log into your myBSU account.
2. Click on the SSB (Self-Service Banner) link.
3. Select the Student tab.
4. Select the eBill box.
5. Click on the Edit link for the correct authorized payer.
6. Edit the email address in the **Email Address** field and confirm the new address by retyping it in the **Confirm Email Address** field.
7. Select the **OK** button.
8. The authorized payer will **not** receive a notification to alert them that their email address has been updated.

**A student cannot change an authorized payer’s name.**