HOFSTRA
UNIVERSITY®
prideandpurpose

Add an Authorized User Online

Authorized users can:

- ◆ Establish a payment plan.

- ◆ View eBills to see the latest charges on your student's account.

- ◆ Make electronic payments to your student's account.

Please note: *Authorized users do NOT have access to the student's academic records or other personal information.*

To add an authorized user, log in to the Hofstra portal at

my.hofstra.edu and follow these steps:

1. Select the **Menu** icon in the upper left corner.

2. Under **Student Services**, select **Student Payment Center**.

3. Click on **My Payment Center**, which will open a new browser to take you to the **TouchNet Payment Gateway**.

4. Under **My Profile Setup** on the right, select **Authorized Users**.

5. Enter the email address of the authorized user you are adding to your account and select **Yes** for all four questions.

6. Click **Continue**.

7. Read the agreement, check the "**I Agree**" box and click **Continue**.

An email will be sent to the address of the individual you added as an authorized user with instructions on how to log in.

If you have questions, please contact your student financial services counselor at
sfs@hofstra.edu or **516-463-8000**.