

HOW TO ADD AN AUTHORIZED USER

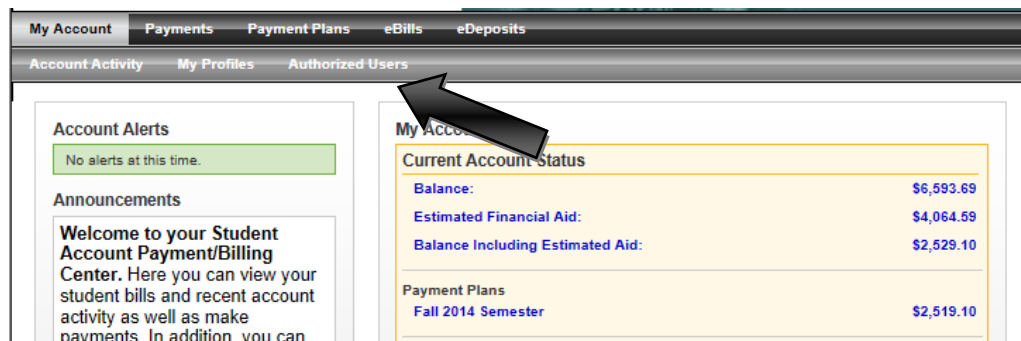
Students can give others (parents, employers, etc.) the ability to access their account information in the Payment Center. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information, view electronic billing statements, make payments and enroll in a payment plan on your behalf.

Authorized users will sign onto the Payment Center using their own login ID and password.

Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

To add an authorized user to your account, log into the Payment Center by going to www.farmingdale.edu → under “**Current Students**” click “**Pay Your Bill**”

Once logged into the Payment Center, click the “**Authorized Users**” tab



Farmingdale State College

State University of New York

Enter the **email address** of the authorized user and select which access you would like them to have → click **“Continue”**

You may edit or delete the authorized user’s access at any time.

My Account Payments Payment Plans eBills eDeposits

Account Activity My Profiles Authorized Users

Authorized Users

From this page, 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.

▼ Add Authorized User

E-mail address of the authorized user:

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

Review the **“Agreement to Add Authorizer User.”** Click **“Print Agreement”** to print a copy for your records.

If you agree with granting the authorized user access → click **“I Agree”** to sign electronically and then click **“Continue”**

Agreement to Add Authorized User

I hereby authorize Farmingdale State College to grant _____ u 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.

This agreement is dated Wednesday, September 17, 2014.

For fraud detection purposes, your internet address has been logged:
10:59:29 AM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES A S 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

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The authorized user will receive two email notifications sent to the email address you provided; one with their Username (email address) and the second with their temporary password.

Authorized Users

Thank you. We have sent an e-mail to _____ with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided. (Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

From this page, 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.

Current Authorized Users

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Full Name	E-mail Address	Action
		Edit Delete

[Add Authorized User](#)

For an Authorized User to log into the Payment Center, go to www.farmingdale.edu → under “**Current Students**” click “**Pay Your Bill**”

In the **Authorized Users** box → enter your **E-mail** and **Password** → Click “**Login**”

Students and Staff

*Indicates required information

*RAM ID:

*PIN:

[Login](#)

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

[Login](#)

[Forgot your password?](#)
Have a temporary password e-mailed to you.

Welcome

Welcome to Farmingdale State College Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and staff may log in using their RAM ID and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to stuacct@farmingdale.edu.

Student Account Suite Features

Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

E-Billing

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The first time that the authorized user logs into the Payment Center, you will be requested to enter your name and change the password.

Authorized User Profile Setup

Profile Setup

For security reasons, please change your password.

Name and E-mail Address

***Indicates required fields**

Your login ID:

*Your full name:

E-mail address:

Password Change

*Enter your new password:
(minimum 7 characters and at least one number or special character)

*Confirm your new password: