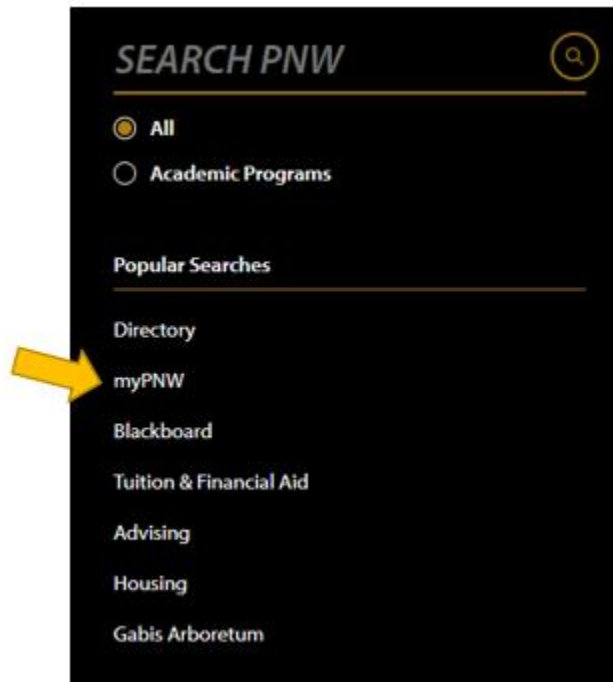


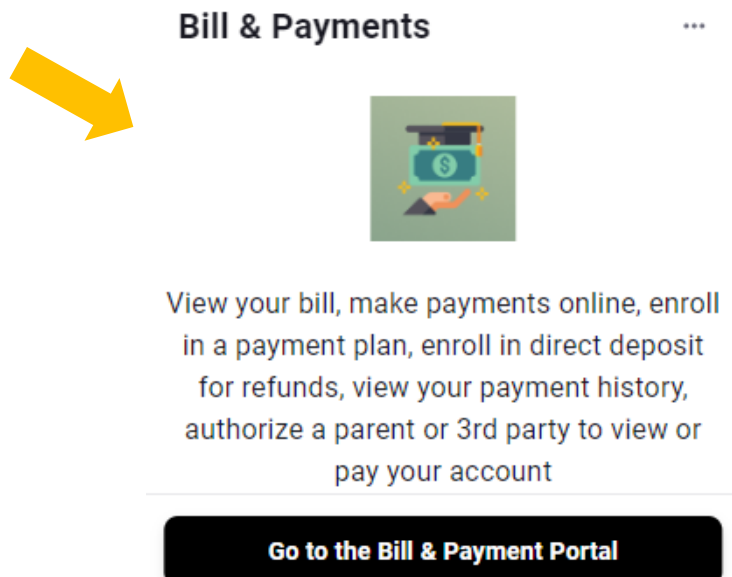
# Sign Up an Authorized User

*By completing this process, you are granting someone else, such as a parent or spouse, access to your account information.*

- Go to **PNW.edu** and click on the Search box in the upper right corner of the screen. Select myPNW and log in.



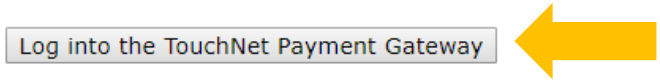
- Click on the **Bill & Payments**

A screenshot of a "Bill & Payments" section. The title "Bill & Payments" is at the top left, followed by three dots on the right. Below the title is a green icon of a hand holding a stack of money. Underneath the icon is a paragraph of text: "View your bill, make payments online, enroll in a payment plan, enroll in direct deposit for refunds, view your payment history, authorize a parent or 3rd party to view or pay your account". At the bottom of the section is a black button with white text that says "Go to the Bill & Payment Portal". A yellow arrow points to the icon.

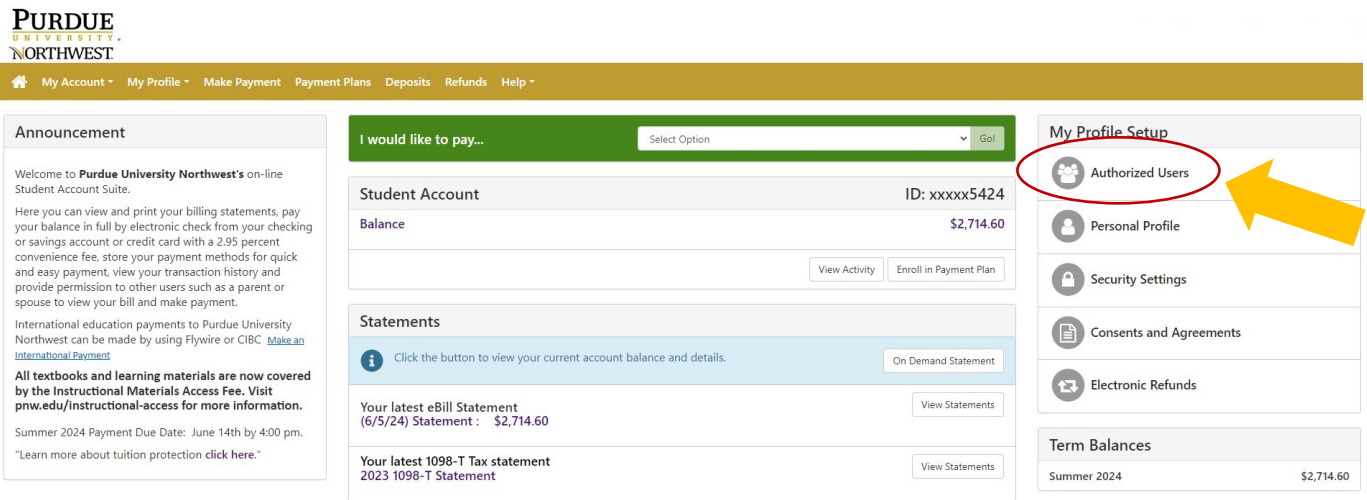
- NOTE: You may get a message like the one below that says you are currently using a popup blocker. Click **Log into the TouchNet Payment Gateway**.

You are currently using a popup blocker.

Please use the button below to log into the TouchNet Payment Gateway.



- This takes you to the **TouchNet** screen. Select **Authorized Users**.



**PURDUE UNIVERSITY NORTHWEST**

My Account - My Profile - Make Payment - Payment Plans - Deposits - Refunds - Help

**Announcement**

Welcome to **Purdue University Northwest's** on-line Student Account Suite.

Here you can view and print your billing statements, pay your balance in full by electronic check from your checking or savings account or credit card with a 2.95 percent convenience fee, store your payment methods for quick and easy payment, view your transaction history and provide permission to other users such as a parent or spouse to view your bill and make payment.

International education payments to Purdue University Northwest can be made by using Flywire or CIBC [Make an International Payment](#)

**All textbooks and learning materials are now covered by the Instructional Materials Access Fee. Visit [pnw.edu/instructional-access](http://pnw.edu/instructional-access) for more information.**

Summer 2024 Payment Due Date: June 14th by 4:00 pm.  
"Learn more about tuition protection click here."

**I would like to pay...** Select Option Go

**Student Account** ID: xxxxx5424  
**Balance** \$2,714.60  
View Activity Enroll in Payment Plan

**Statements**

Click the button to view your current account balance and details. On Demand Statement

Your latest eBill Statement (6/5/24) Statement : \$2,714.60 View Statements

Your latest 1098-T Tax statement 2023 1098-T Statement View Statements

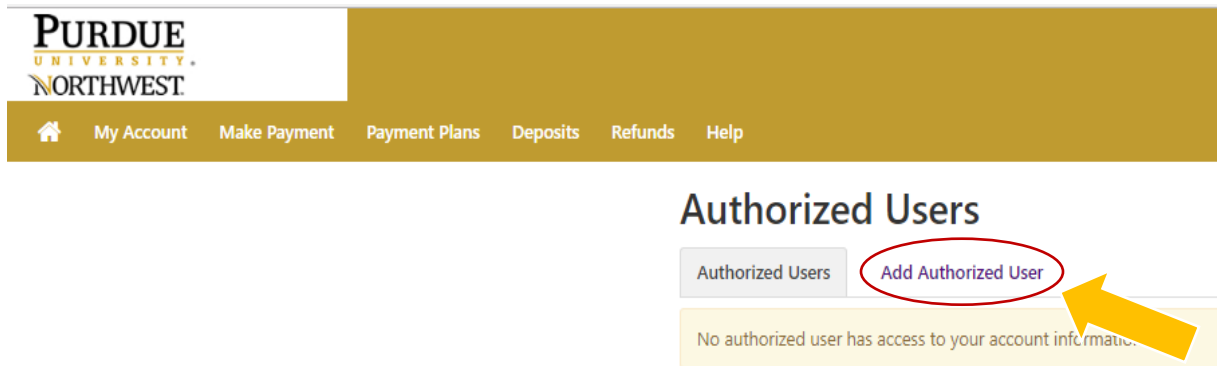
**My Profile Setup**

- Authorized Users**
- Personal Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds

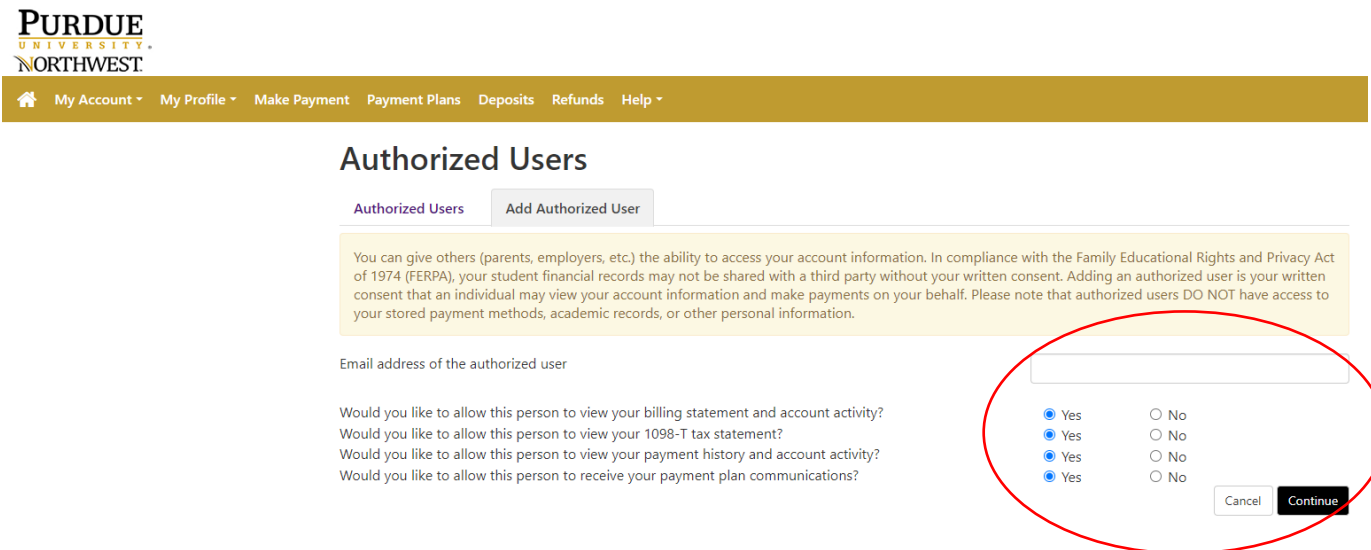
**Term Balances**

Summer 2024	\$2,714.60
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- Select **Add Authorized User**.



Next, read the paragraph, enter the email address of the authorized user, and choose what **permissions** you would like to grant this authorized user. Press **Continue**.



- You will then be asked to check the box indicating you **agree to this authorization**.

## Agreement to Add Authorized User



When in Emulate Student mode, you cannot add an Authorized User.

I hereby authorize **Purdue University Northwest** to grant leothelion@pnw.edu 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 :

- View my 1098-T tax statement
- Receive my payment plan communications


This agreement is dated 05-Jun-2024 10:15:46 AM CDT.

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

163.245.5.8 at 05-Jun-2024 10:15:46 AM 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

- You and the Authorized User should receive a confirmation e-mail.