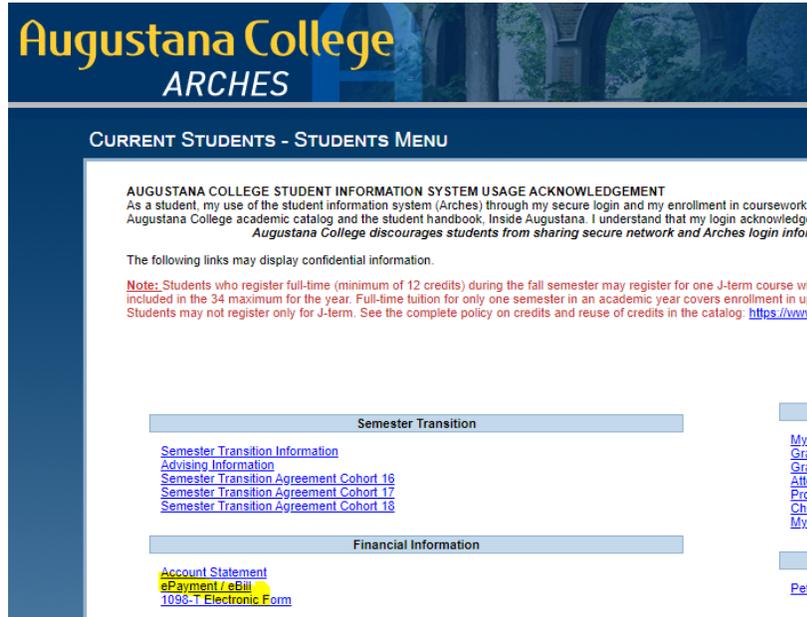# Authorized Payer Access

Log into your **Augustana [Arches Account](#).**

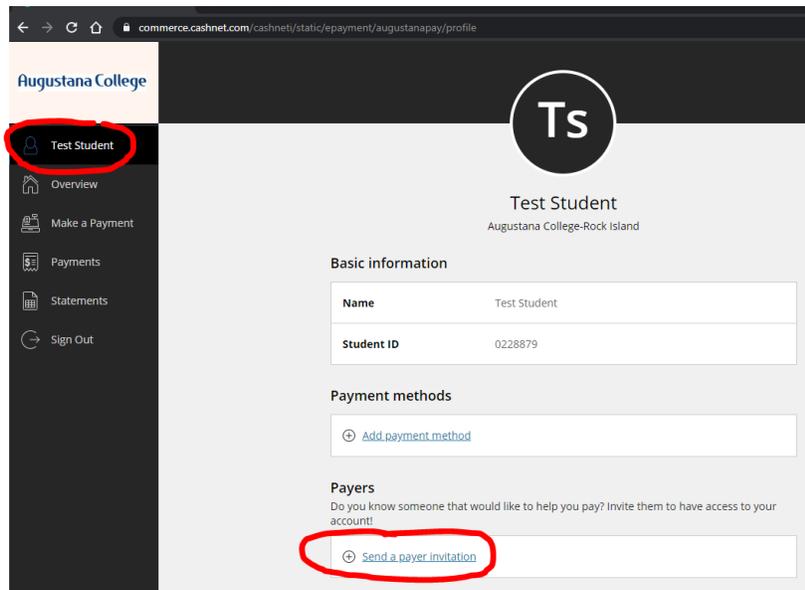> Click on the **blue 'Students' button**.
>
> Click on the **'ePayment/eBill'** link. (This will take you into TransAct Campus, the payment portal we use.)

TransAct Campus (If asked for login information, it is the same login name & password as for Arches.)

> Click on '**your name**' in the upper left corner.
>
> Under 'Payers' click **'Send a payer invitation'.**

Fill-out the payer invitation form and hit '**Send Invitation**'.

Profile

Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Payer access

☑ Allow access to statements

Message to payer

Maximum 250 characters

Cancel	Send invitation

Your authorized payer should now check their email for further instructions.