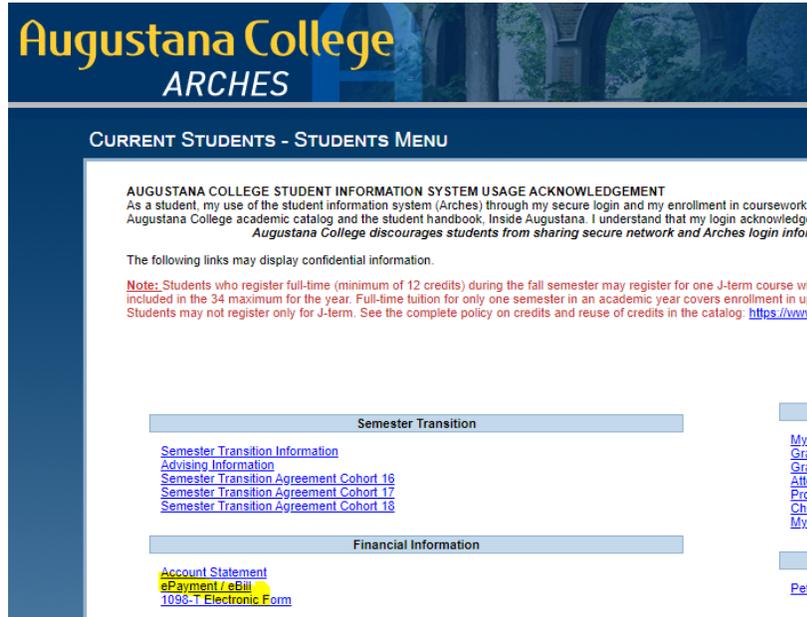


# Authorized Payer Access

Log into your **Augustana Arches Account**.

Click on the **blue 'Students' button**.

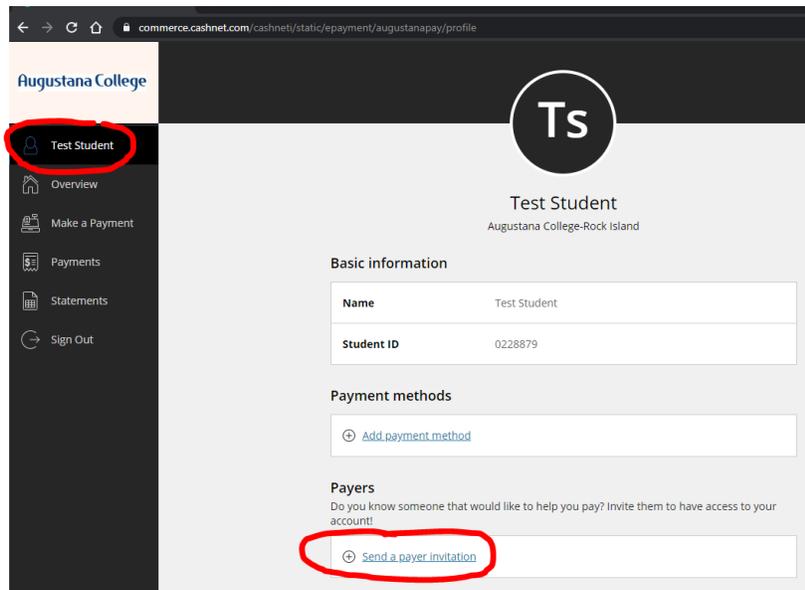
Click on the **'ePayment/eBill'** link. (This will take you into TransAct Campus, the payment portal we use.)



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'**.

The screenshot shows a web form titled "Payer Invitation" with a "Profile" link and a close button. The form is divided into three sections: "Payer information", "Payer access", and "Message to payer".

**Payer information**

- \* First name:
- \* Last name:
- \* Email address:
- \* Confirm email address:

**Payer access**

- Allow access to statements

**Message to payer**

Maximum 250 characters

At the bottom, there are two buttons: "Cancel" and "Send Invitation".

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