

# How to set up an Authorized Payer

**Step 1:** Click on the following link to go to Self Service

<https://selfservice.augustana.edu/Student>

**Step 2:** Sign in with your user name and password

**Step 3:** Click on 'Student Finance'

This will take you to the payment portal.

Follow the below instructions to set up an authorized payer.

You do NOT need to include payment information.

# How to set up an Authorized Payer

**Step 4:** Click on 'My Account' & 'Send a payer invitation'.

Augustana College

Gt My Account

Overview

Payment Plans

Make a Payment

Transactions

Statements

Sign Out

Gt

Gus Tana

Augustana College-Rock Island

**Basic information**

Name	Gus Tana
Student ID	0063938

**Payment methods**

+ [Add payment method](#)

**Payers**

Do you know someone that would like to help you pay? Invite them to have access to your account!

+ [Send a payer invitation](#)

**Step 5:** Fill in the information for the person you are setting up as an Authorized Payer and click 'Send invitation'.

## **You're done!**

Your Authorized Payer has now received an email from [noreply@augustana.edu](mailto:noreply@augustana.edu) with information on how to access the payment portal.

My Account

Payer Invitation

**Payer information**

\* First name

\* Last name

\* Email address

\* Confirm email address

**Payer access**

Allow access to statements

Cancel Send invitation