

Becoming an Authorized User/Payer

Authorized users/payers are family and friends that have been given the ability to access the student's account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), a student's financial record may not be shared without their consent.

Student Accounts staff will not disclose any information regarding a student unless they have been listed as an Authorized User or Payer.

Additional Information: [FERPA](#)

Authorized Payers vs. Authorized Users

Authorized Payer: Access to Financial Records

An Authorized Payer is someone who has been granted access to the [Epay](#) portal and student financial records. The process of becoming a Payer must be completed in the [Epay](#) portal.

Authorized User: Accessing Selected Information

An Authorized User has been granted access to specific information and departments that the student has chosen to share. Users will not have access to the [Epay](#) portal unless they become a payer.

Students can add an authorized payer by logging on to [MyPacific](#) and following these steps:

Step 1:

Step 2: Under the "my account" section in the Transact payment portal, select "Send a payer invitation."

