How to Create an Authorized Payer

Overview

Authorized Payers are parents, spouses, or others who are given access by the student to view bills and make payments online. Students must provide permission for any third party to view financial information and submit a payment on their behalf.

Please Note: If a student would like the University to be able to discuss financial matters and student records with a third party (like parents), then the student also needs to complete the FERPA release form. This release may be submitted at any time during the year by completing the form via your Workday portal under *Personal*, then *Additional Data*, then *Edit*. For more information regarding FERPA, click here.

Process

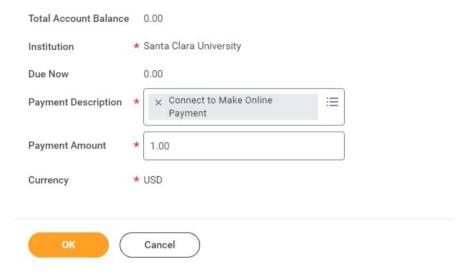1. After logging into your Workday portal, click the **Finances** icon on your home page.

2. Under *My Account*, click *Make a Payment*.

3. For Payment Description select ***Connect to Make Online Payment***
   *Note: The Payment Amount can be updated once you are transferred the payment system. On the next screen click the **Confirm** box. This will open an external site, Transact, to enter payment information and process payment. (pop-up blocker must be disabled)*

4. Select ***My Account*** from the left-hand navigation. Click on ***Send a payer invitation*** (Do you know someone that would like to help you pay? Invite them to have access to your account!)

5. Enter all required information for your Authorized Payer. It is case sensitive.

Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

6. Click *Send Invitation*.

By sending this invitation, you hereby authorize this payer to access your account information and/or make payments.

Authorized Payers will receive their login information via email, and should immediately change their password within 24 hours. ***Please make sure they set up the security questions when they first login*** so they can reset their password should they forget. If they don't, the student will need to reset it. SCU personnel do not have the ability to reset passwords.

Authorized Payer link to make payments:
https://commerce.cashnet.com/scupay

User name

SantaClaraUniversity

Password

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Sign in

Forgot password