

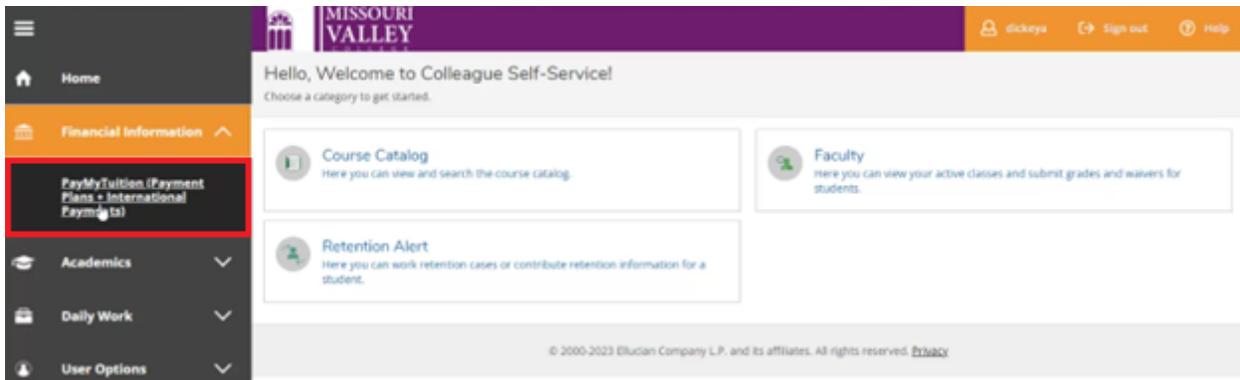
# Missouri Valley College

## Authorized Users

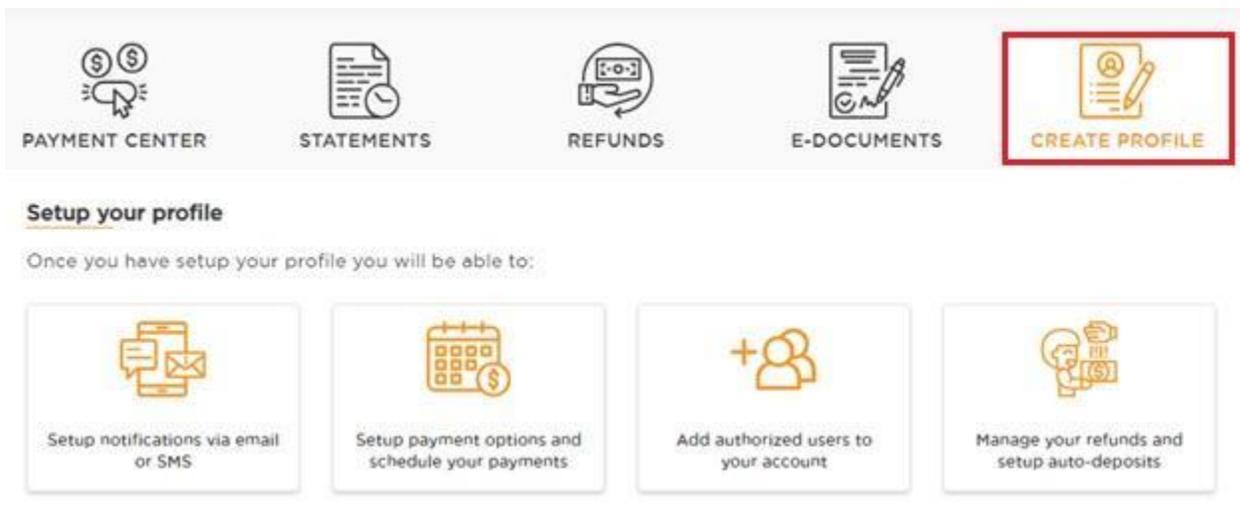
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1. Sign in to [Colleague Self Service](#)
2. Under **Financial Information**, select **PayMyTuition**



3. Begin by setting up your profile. Head to the **CREATE PROFILE** tab on the PayMyTuition Portal to register your account.



4. Select **REGISTER** to set up your account.

**Profile Information**

First Name: John	Last Name: Smith
Student ID: 0154502	Preferred Email Address: josmith123@testing.co
<b>Address Information:</b> 12 Apple Rd. Kansas City MO 901292	

Click on the register button below to setup your profile. You will be able to update your information prior to setting up your profile.

**REGISTER**

5. Sign up by entering your name, email address, phone number, and finish by creating a password.

**LOGIN/SIGN UP** ×

[Log in](#) | [Sign up](#)

<b>First Name</b> <input type="text" value="John"/>	<b>Last Name</b> <input type="text" value="Smith"/>
<b>Email address</b> <input type="text" value="josmith123@testing.co"/>	<b>Phone Number</b> <input type="text" value="5167378264"/>
<b>Password</b> <input type="password" value="Password*"/>	<b>Confirm password</b> <input type="password" value="Confirm password*"/>

No Do you want to enable 2 factor authentication?

**CREATE AN ACCOUNT**

Already have an account?  
[Log in now](#)

6. After successfully registering, click on the **AUTHORIZED USERS** tab in the PayMyTuition Portal. Then, select **ADD NEW** to include authorized users.

The screenshot shows the navigation menu with the following items: PAYMENT CENTER, STATEMENTS, REFUNDS, MY PROFILE, AUTHORIZED USERS (highlighted with a red box), and E-DOCUMENTS. Below the menu is the 'Authorized users list' section, which includes an 'ADD NEW' button and a table with the following columns: Name, Phone Number, Email Address, Status, and Action. The table currently displays 'No Records Available'.

Name	Phone Number	Email Address	Status	Action
No Records Available				

7. Determine the level of access your authorized users should have to your payment history and account activity. Once finished, select **ADD**.

## ADD AUTHORIZED USER



First Name

Mary

Last Name

Jo

Email Address

testing@testing.com

Phone Number

4187542158

Would you like to allow this person to view your payment history and account activity?

Yes

Would you like to allow this authorized user to view all transactions?

Yes

CANCEL

ADD

- Your authorized user will receive an email with instructions on completing their account setup to gain access to the PayMyTuition portal.

### Authorized users list

ADD NEW

Name	Phone Number	Email Address	Status	Action
Mary Jo	4187542158	testing123@testing.c...	Pending	   

Questions? Contact the Business Office at 660-831-4107 or 4106 or email [businessoffice@moval.edu](mailto:businessoffice@moval.edu).

Need Assistance? The PayMyTuition student support team is happy to help:

Call 1.855.663.6839 (toll-free) or through one of their local country contact numbers. You can also reach PayMyTuition Support at [support@paymytuition.com](mailto:support@paymytuition.com) or through their support page.

No matter what time zone you are in, you will have a dedicated customer support team available to you through live chat, email, and phone to answer any of your questions and help you make your payment.