

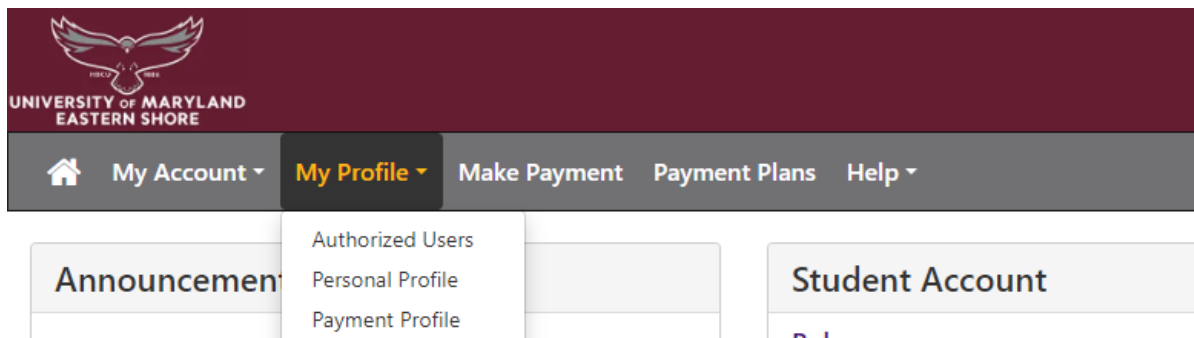
TouchNet Authorized User – How to set up an Authorized User

What is an Authorized User? An Authorized User can be anyone you want to have access to your student account to Make Payments, View On Demand Statements, Set Up Payment Plans and make payment plan payments. Authorized Users will have their own username and password. Authorized Users will NOT have access to student's HawkWeb. Authorized User will only have access to the TouchNet payment portal.

To set up an Authorized User Select the TouchNet Hawks Payment Plan Icon found on your My UMES Sign-On Portal:



Once you are on this page go to My Profile and select Authorized Users:



Select the Add Authorized User Tab – Enter the email address of the Authorized User and select the green Continue button.

A screenshot of the "Authorized Users" form on the University of Maryland Eastern Shore website. The form has two tabs: "Authorized Users" and "Add Authorized User", with the latter selected. A yellow warning box contains text about FERPA and authorized user access. Below the warning box is a text input field labeled "Email address of the authorized user". There are three questions with radio button options for "Yes" and "No":
1. "Would you like to allow this person to view your billing statement and account activity?" (Yes selected)
2. "Would you like to allow this person to view your payment history and account activity?" (Yes selected)
3. "Would you like to allow this person to receive your payment plan communications?" (Yes selected)
At the bottom right, there are "Cancel" and "Continue" buttons.

Review the agreement to Add Authorized User and check the I Agree button and then the Continue button:

Agreement to Add Authorized User ×

I hereby authorize {**University of Maryland Eastern Shore**} to grant {tester@gmail.com} full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

Access to my accounts also includes the ability to :

- Receive my payment plan communications

This agreement is dated {07/02/2024 9:56:55 AM EDT}.

For fraud detection purposes, your internet address has been logged:
{131.118.115.229} at {07/02/2024 9:56:55 AM EDT}

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree

Cancel Print Agreement Continue

Below is the final page for setting up the Authorized User, please make sure it says email sent to the email address listed and not failed to sent an email. If the email failed, please check the email address and start back at the beginning to add the correct email address.

UNIVERSITY OF MARYLAND EASTERN SHORE Logged in as:

My Account My Profile Make Payment Payment Plans Help

Authorized Users

Failed to send an email to the tester@gmail.com.

Authorized Users [Add Authorized User](#)

Full name	Email address	Action
	tester@gmail.com	

An email will be sent to the email address of the Authorized User. The Authorized User must open the email and follow the instructions to set up their Authorized User account to have access to on demand statements, make payments, and set up a payment plan.

More than one Authorized User may be added. Please follow the instructions from the beginning to add another user. Any questions on setting up an Authorized User please contact student accounts at studentaccounts@umes.edu or 410-651-6092 or 410-651-6093 option number 7 or 8.