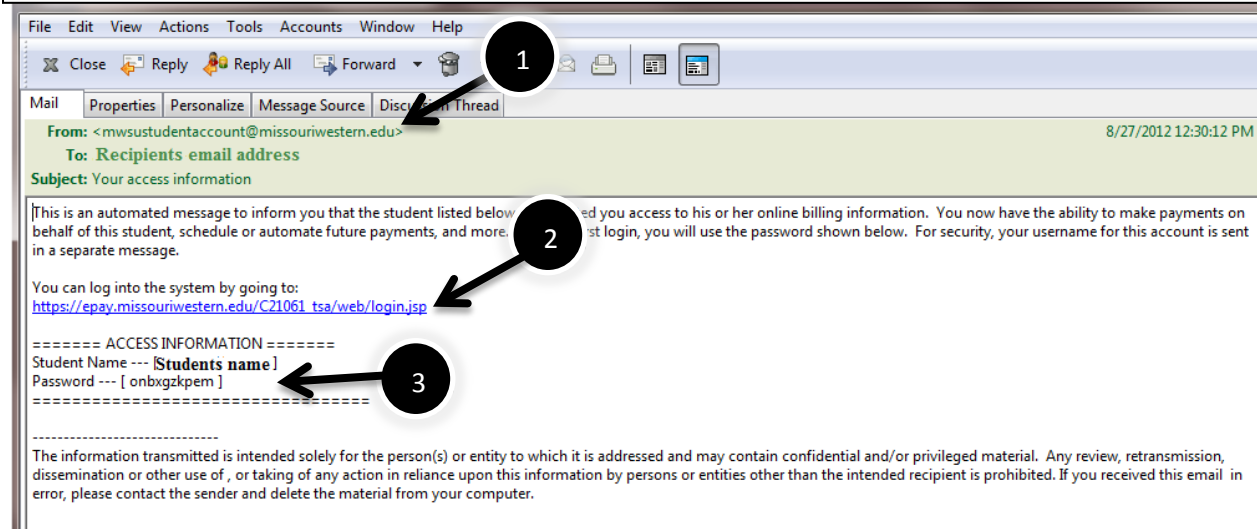


How to Log in as an Authorized User

You will receive two e-mails (list below) once you have been granted access to the student's account information.

Email: Your access information



The screenshot shows an email client window with the following details:

- From:** <mwsustudentaccount@missouriwestern.edu>
- To:** Recipients email address
- Subject:** Your access information

The body of the email contains the following text:

[This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. At your first login, you will use the password shown below. For security, your username for this account is sent in a separate message.]

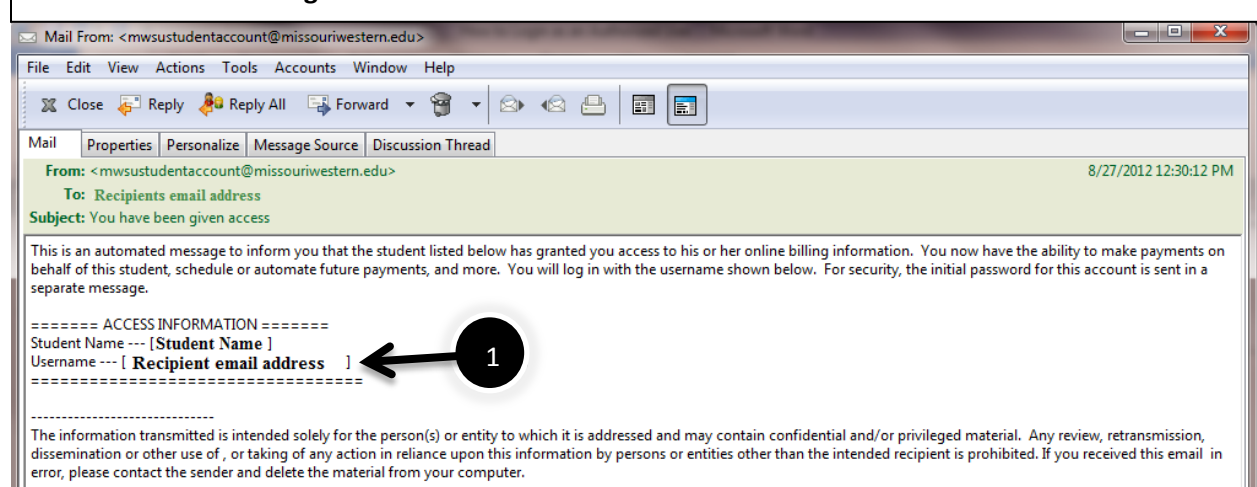
You can log into the system by going to:
https://epay.missouriwestern.edu/C21061_tsa/web/login.jsp

=====
ACCESS INFORMATION
Student Name --- [Students name]
Password --- [onbxgzkpem]
=====

The information transmitted is intended solely for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of , or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this email in error, please contact the sender and delete the material from your computer.

1. Authorized User will receive e-mail from mwsustudentaccount@missouriwestern.edu
2. Click and save log in link to favorites
3. Authorized User Password

Email: You have been given access



The screenshot shows an email client window with the following details:

- From:** <mwsustudentaccount@missouriwestern.edu>
- To:** Recipients email address
- Subject:** You have been given access

The body of the email contains the following text:

[This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. You will log in with the username shown below. For security, the initial password for this account is sent in a separate message.]

=====
ACCESS INFORMATION
Student Name --- [Student Name]
Username --- [Recipient email address]
=====

The information transmitted is intended solely for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of , or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this email in error, please contact the sender and delete the material from your computer.

1. Username is the Recipient's email address

Go To: https://epay.missouriwestern.edu/C21061_tsa/web/login.jsp

Students and Staff

*Indicates required information

*Missouri Western University:

*PIN:

Login

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

Login

Forgot your password?
View saved [password hint](#), or have a temporary password [e-mailed](#) to you.

Browser and Plugin Support

This site works best with Microsoft's Internet Explorer 7.0+, Mozilla's Firefox 2.0+, Apple's Safari 3.0+ and JavaScript must be enabled. For questions and concerns or to report an issue, please contact us at stuaccounts@missouriwestern.edu.

Welcome

Welcome to Missouri Western State University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and staff may log in using their Missouri Western University and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to stuaccounts@missouriwestern.edu.

Student Account Suite Features

Student Account Center

- Check your balance.
- Make a payment towards your balance.
- Store your payment history.
- Store your payment methods for quick and easy payment.
- As a student, you can provide permission to others (parents, employers, etc) to view your bill and make payments.

E-Billing

- View and print your billing statement.

Payment Plan Management

- Enroll in a payment plan so you can pay your balance in installments.
- View your current payment plan status.
- Make a payment toward one of your installments.
- Schedule future installment payments.

Refunds

- Enter your bank account information so that refunds can be deposited into your account electronically.

U Commerce 6.0 | Bill+Payment 6.0.0
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MISSOURI WESTERN STATE UNIVERSITY

TouchNet Secured Site

100%

Authorized Users

1. Enter your e-mail address
2. Password received in **Your access information** e-mail
3. Log in

Authorized User Profile Setup

Authorized User Profile Setup

Profile Setup

For security reasons, please change your password.

Name and E-mail Address

**Indicates required fields*

Your login ID: _____

Authorized user email address

**Your full name:* ← 1

E-mail address: ← 2

Alternate e-mail address:

Password Change

**Enter your new password:*
(minimum 7 characters and at least one number or special character) ← 3

**Confirm your new password:* ← 4

Password hint:

← 5

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1. Enter your name
2. If you wish to supply an alternate e-mail address
3. Change your password
4. Supply a password hint (this will be needed if you forget your password)
5. Save

You are now in your student's account

The screenshot shows the Missouri Western State University student account portal. At the top, a navigation bar includes 'My Account', 'Payments', 'Payment Plans', and 'eBills'. Below this is a secondary navigation bar with 'Account Activity', 'My Profiles', and 'Select Student'. The main content area is divided into several sections: 'Account Alerts' (showing 'No alerts at this time.'), 'Announcements' (with a pre-registration notice), 'My Account' (showing 'Current Account Status' with balance, aid, and total amounts, and buttons for 'Make a Payment' and 'View Account Activity'), 'Statements' (with an 'eBill Statement' section), and 'Term Balances' (showing 'Fall 2012 Credit'). The footer contains contact information, the university logo, and the TouchNet logo. Five numbered callouts are present: 1 points to the 'Student Name' in the top right; 2 points to the 'Authorized User Name' in the top right; 3 points to the 'Select Student' tab; 4 points to the 'eBill Statement' section; and 5 points to the 'Log Out' link in the top right.

Important Information | Ask for Help | Log Out
Student Account for: **Student Name**
Logged in as: Authorized User Name

My Account Payments Payment Plans eBills

Account Activity My Profiles **Select Student**

Account Alerts
No alerts at this time.

Announcements
PRE-REGISTRATION FOR THE SUMMER AND FALL 2012 SEMESTERS HAS BEGUN
Pre-registration for the summer and fall terms began April 2nd. Please make an appointment with your advisor to take advantage of the pre-registration process.

My Account
Current Account Status
Balance: \$3,035.03
Estimated Financial Aid: \$4,508.00
Balance Including Estimated Aid: -\$1,472.97
[Make a Payment](#) [View Account Activity](#)

Statements
eBill Statement
A new bill for Student Account was delivered on 8/22/12.
Account Type: Student Account
Statement Date: 8/22/12
Bill Amount: \$260.03

Term Balances
Fall 2012 Credit: -\$1,472.97

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MISSOURI WESTERN STATE UNIVERSITY
TouchNet Secured Site

100%

1. Student Name
2. Authorized User Name
3. If you have more than one student, you may click tab to select student
4. View the latest billing statement
5. Log out

View other tutorials on [How To Make A Payment](#), [How To Set Up Your Payment Profile](#) and [How To Set Up Your Refund Account](#).