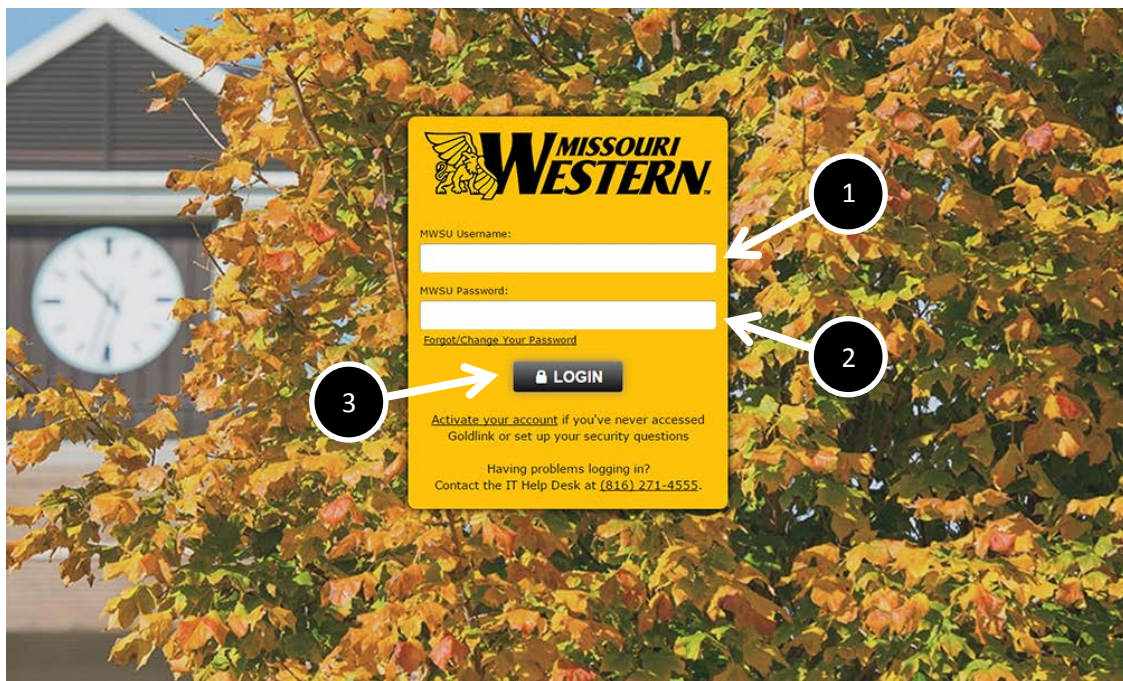


How To Set Up an Authorized User

Log in to GoldLink

1

1.  Link to your GoldLink account



1. User Name
2. Password
3. Log in

My Account Content

Western GoldLink

Welcome Student Name
You are currently logged in.

My Account Content Layout

E-mail Groups Logout Help

All Users My Stuff Tech Resources Library Tutorial **Financial Aid & Billing** Student Academics August 28, 2012

Financial Aid Requirements

Award Year 2012-2013

Requirements	Fund	Source	Term	Status
Complete Entrance Loan Counseling Online at studentloans.gov	Sub Direct	Stafford Loan		✓
Complete a Master Promissory Note online at studentloans.gov	Sub Direct	Stafford Loan		✓
FAFSA Received				✓

Choose Another Year Go

Message Holds Financial Aid Status Progress

Financial Aid Awards

Financial Aid Awards

Financial Aid

Financial Aid Sources
Apply for Financial Aid
Complete Entrance Loan Counseling

My Account

Fall 2008	\$0.00
Spring 2009	\$0.00
Summer 2009	\$0.00
Fall 2009	\$0.00
Spring 2010	\$0.00
Fall 2010	\$0.00
Spring 2011	\$0.00
Fall 2011	\$0.00
Spring 2012	\$0.00
Fall 2012	\$3,715.12

Account Balance \$3,715.12

Paying for College

Student Bill Inquiry and Payment Options
Student Tax Notification (1098T)

Student Work Study Balance

100%

1. Select **Financial Aid & Billing** tab
2. Select **Student Bill Inquiry and Payment Options**

Notification that you are leaving Missouri Western State University Web site and will be redirecting to a secure Web site.

GoldLink

Back to Financial Aid & Billing Tab

E-mail Groups Logout Help

Personal Information Student **Financial Aid** Employee

Search Go BMENU.P_ARMNU SITE MAP HELP

Make Payments

By clicking below, you agree to leave Missouri Western State University Web site. You will be redirected to the secure site https://epay.missouriwestern.edu/C21061_tsa/web/index.jsp.

I Agree

RELEASE: 1.0.0

1. Select **I Agree**

Set Up an Authorized User(s)

1 My Account

2 Authorized Users

3 E-mail address of the authorized user: mom&dad@yahoo.com

4 Would you like to allow this person to view your billing statement? Yes No
Would you like to allow this person to view your 1098-T tax statement? Yes No
Would you like to allow this person to view your payment history? Yes No

5 Continue Cancel

1. **My Account**
2. **Authorized Users**
3. Enter the email address of the person you wish to make an authorized user
4. Select what you wish the authorized user to be allowed to do
5. **Continue**

1

2 I Agree

3 Continue

1. Read the agreement
2. Check **I Agree**
3. **Continue**

NOTE: You may have multiple Authorized users. Complete process to add additional user.

Account Activity My Profiles **Authorized Users**

Authorized Users

Thank you. We have sent an e-mail to mom&dad@yahoo.com with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided. (Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Current Authorized Users

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Full Name	E-mail Address	Action
	mom&dad@yahoo.com	Edit Delete

► Add Authorized User

1

U Commerce 6.0 | Bill+Payment 6.0.0
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STATE UNIVERSITY

TouchNet
Secured Site

100%

1. Add additional Authorized Users