HOW TO ADD AN AUTHORIZED USER

Students can give others (parents, employers, etc.) the ability to access their account information in the Payment Center. 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, view electronic billing statements, make payments and enroll in a payment plan on your behalf.

Authorized users will sign onto the Payment Center using their own login ID and password.

Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

To add an authorized user to your account, log into the Payment Center by going to www.farmingdale.edu ➔ under “Current Students” click “Pay Your Bill”

Once logged into the Payment Center, click the “Authorized Users” tab
Enter the **email address** of the authorized user and select which access you would like them to have → click **“Continue”**

You may edit or delete the authorized user’s access at any time.

Review the **“Agreement to Add Authorizer User.”** Click **“Print Agreement”** to print a copy for your records.

If you agree with granting the authorized user access → click **“I Agree”** to sign electronically and then click **“Continue”**
The authorized user will receive two email notifications sent to the email address you provided; one with their Username (email address) and the second with their temporary password.

For an Authorized User to log into the Payment Center, go to www.farmingdale.edu → under "Current Students" click "Pay Your Bill"

In the Authorized Users box → enter your E-mail and Password → Click “Login”
The first time that the authorized user logs into the Payment Center, you will be requested to enter your name and change the password.