Authorized Users

In order to remain in compliance with the Family Educational Rights and Privacy Act (FERPA) passed by Congress in 1974, we are required to protect the privacy of students by limiting third party access to student education records. As an authorized user, you can access your student’s financial record in Student Financial Services (SFS), speak on their behalf with a SFS staff or make payments and payment arrangements on the student’s account. To gain access to your student’s record in Student Financial Services, your student(s) must agree to add you as an authorized user online at the Student Account Center (https://lmutpg.lmu.edu/C20995_tsa/web/login.jsp).

1. Once the student logs into the Student Account Center, they will need to click on the “Authorized Users” link under “My Account” tab at the top of the page.
2. From this page, a student can add a new authorized user by entering a valid email address and setting the following options by selecting yes or no to:
   - Allow the user to view billing statements
   - Allow the user to view the payment history
   Once this is done, the student must click on “Continue.” If an authorized user has already been created, this page will also allow a student to update settings or delete the user.
3. An agreement is displayed and confirms the information the authorized user will and will not be able to see. When the student clicks on the “I Agree” check box and the “Continue” button, two emails will be sent to the new authorized user’s email with instructions on how to set up a profile and a temporary password.
4. Once you have been added as an authorized user, use the link and temporary password provided in the two emails you received to set up your profile and new password.
5. Please make sure you complete all required fields and click on “Save.”
6. Now you’re set! You now have access to your student’s account at LMU. Please make sure you keep your password safe and remember to bookmark the Student Accounts Center webpage.

Important information to consider when contacting our office about your student’s account:

- By phone: Please have your student’s University ID ready to provide to a Student Account Specialist and your name and email address to verify your identity.
- By email: Please use the approved authorized user email address only.

If you would like more information on tuition, fees, office hours, and contact information, please visit our website at http://www.lmu.edu/studentaccounts.
Enrolling into a Payment Plan

All registered students with eligible tuition and mandatory fee charges on their student account have the option to set up a monthly payment plan for the current term. Either the student or authorized user can set up the payment plan for these eligible charges online in the Student Account Center (https://lmutpg.lmu.edu/C20995_tsa/web/login.jsp). A minimum balance of $200.00 is required to set up a payment plan. Please note, if the student sets up the payment plan under their log in credentials, authorized users will not have access to viewing or receiving payment plan updates. If the payment plan will be set up using your (the authorized user’s) bank account; we encourage the authorized user to set up the payment plan instead of the student.

1. Once the student has registered for classes and has been charged the corresponding tuition and mandatory fees, log into the Student Account Center, click on the “Enroll Now” button under the “Payment Plans” tab at the top of the page.
2. Select the term, desired payment plan, and click on “Continue.” All the eligible charges and credits will be listed on the next page. To continue, click on “Display Payment Schedule” and the Payment Schedule screen will be displayed. (Optional: if you would like to submit a down payment, you may do so on this page. It will be calculated into your payment plan.)
3. Under the Payment Schedule section, you will see the due dates and amount due for each installment. At the bottom of the page, you will have the option to schedule your payments.
   - If you schedule your payments, you are agreeing to set up automatic deduction for each installment on its due date. Please note, you can edit the payment method at any time during the semester. There is a $50.00 enrollment fee for this plan.
   - If you agree to schedule your payments, you must provide your banking information. Please have a check on hand to enter your bank routing and account number. Please give your payment method a personalized nickname so you can remember to use this for the future.
   - If you do not schedule your payments, you are agreeing to the “Mail” payment plan. You will be automatically charged a $150.00 enrollment fee and are expected to make your installment by the due date. You may mail a payment to our office, come into our office with a payment, transfer money via bank wire, or make a payment online.
4. You’re almost there! Once you provide your payment method or agree to not schedule your installments, you will be shown the Payment Plan agreement with all the scheduled installments and dates. Make sure that you check “I Agree” and click on “Continue.” If you do not complete this step, the payment plan will not be set up.
5. You will be then directed to a confirmation page and receive an email that your payment plan has been set up. You will see your payment plan under the “Currently Enrolled Plans” under the “Payment Plans” tab.

Please note that the Student Account Center does not accept credit or debit card numbers or corporate accounts, you must use a personal United States checking or savings account. If a payment returns for any reason, there will be a $35.00 Returned Item Service Charge charged onto the Student Account.