

LSCPA Add an Authorized User

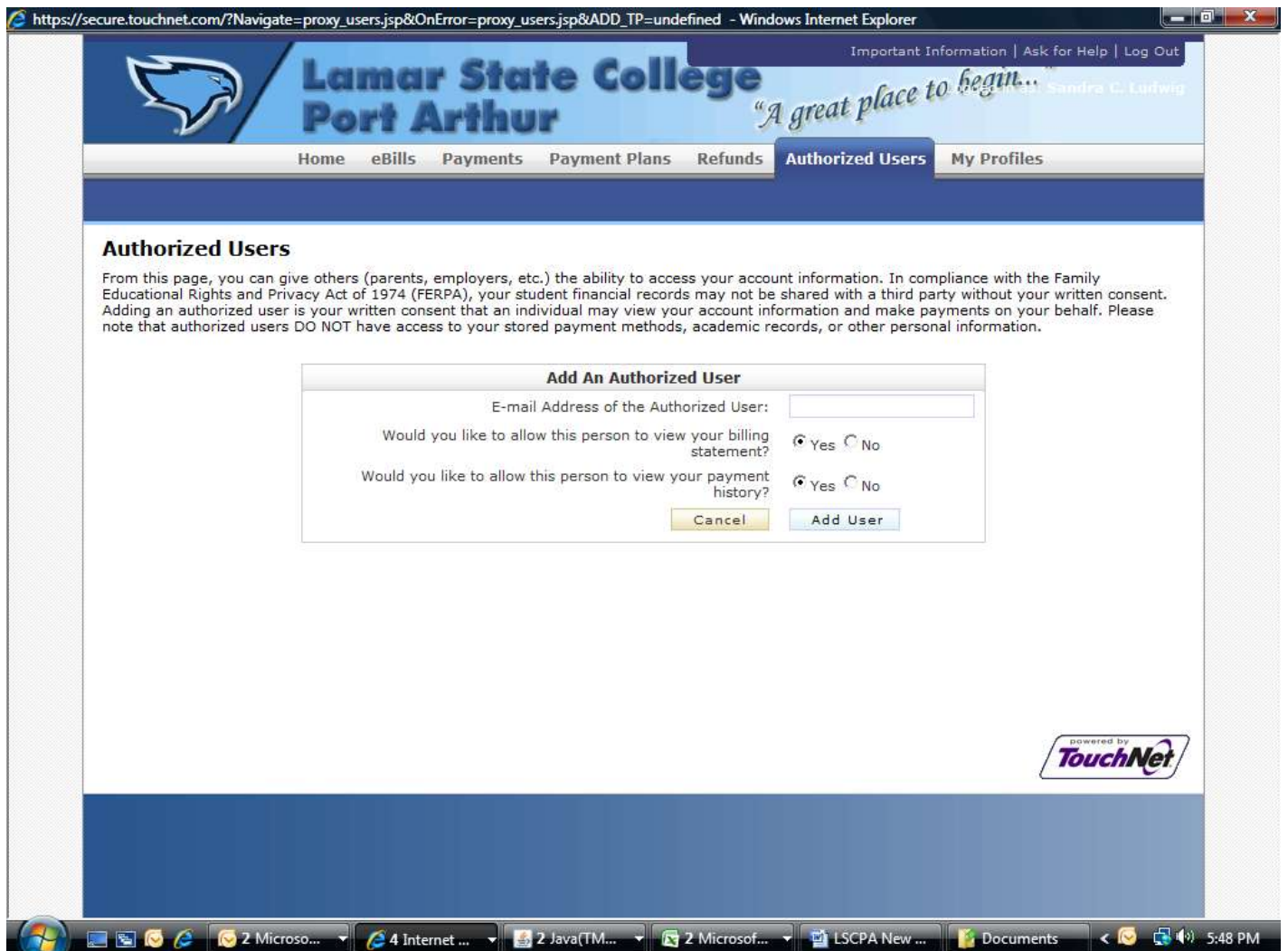
Start by navigating to your MyLamarPA account login at <http://My.LamarPA.edu/>

Once you are at the web site, follow these steps to log into the system:

- Enter your username & password. If you do not know your account information, follow the directions by clicking the "Find your User Name and Password" link located below the "Username" and "Password" fields. If you need assistance, call the IT Helpdesk at (409) 984-6150.
- Once logged on, select the **"My Services"** tab.
- Select **"Student Services & Financial Aid"** link.
- You MUST select the correct **TERM** if not already selected.
- Click **"Student Payment Center"** link. This link will transition you to the new LSCPA Payment Services Center. The Payment center includes Payments, E-Bills, Installment Plans, and Payment Profiles.
- Click **"My Profiles→Payment Profiles→Add an Authorized User"**.

The **"Add an Authorized User"** option provides the ability for your parents and other parties to access the E-Bill system to view bills and/or make payments on your behalf.

- You must provide the E-mail address of your parent/other and indicate if he/she can view the billing statement, view payment history or both. The authorized user will receive an E-mail with the password and Internet Address to access E-Bill.



The screenshot shows a web browser window displaying the Lamar State College Port Arthur website. The page title is "Lamar State College Port Arthur" with the tagline "A great place to begin...". The navigation menu includes Home, eBills, Payments, Payment Plans, Refunds, Authorized Users, and My Profiles. The "Authorized Users" section is active, showing a form titled "Add An Authorized User".

Authorized Users

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.

Add An Authorized User

E-mail Address of the Authorized User:

Would you like to allow this person to view your billing statement? Yes No

Would you like to allow this person to view your payment history? Yes No

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