



▶ AUTHORIZED PAYERS ◀

INSTRUCTIONS FOR SETTING UP AUTHORIZED PAYERS

Students have the option to designate authorized payers to view and pay student bills. Authorized Payers are anyone that the student has designated to be able to pay on their account. An Authorized Payer can be a parent, grandparent, or any other individual the student designates to be able to view and pay their bill. The Authorized Payer will receive all email notifications to let them know the bills are ready to view on Edgewood Express.

You will need the email address of the Authorized Payer.

Set-up your Authorized Payer

1. Log into Edgewood Express
 - a. Go to www.edgewood.edu > Click MyEC > Will take you directly to Edgewood Express
 - b. Log into Edgewood Express on the top right hand corner
2. Click on the Current Students > Student Account/Financial Aid > Manage and Pay My Bill > Manage and Pay My Bill
3. Click on 'My Account (your initials) top left column
4. Scroll down to 'Payers'
5. Click on 'Send a payer invitation'
 - a. Enter First Name (of the authorized payer)
 - b. Enter Last Name (of the authorized payer)
 - c. Enter email address (of the authorized payer)
 - d. Confirm email address (of the authorized payer)
 - e. Message to payer – optional
 - f. Allow access to statements should be checked
 - g. Click on send invitation

Instructions for the Authorized Payer

1. The Authorized Payer **will be notified via email from webpayments@edgewood.edu** that they have been set up to make payments to your student account.
 - a. The email will contain:
 - i. Authorized payer user name
 - ii. Password (this is a temporary password)
 - b. The subject line will read "Student Name has created an account for you at Edgewood College"
 - c. Click on the Transact link
 - d. Enter User Name
 - e. Enter Password

This temporary password will expire in 10 days.

Be sure to change it as soon as you log in for the first time under your new Authorized Payer User.

Frequently Asked Questions

What is Transact? Transact is a vendor utilized by Edgewood College that enables students to pay account fees, including tuition, room and board, course fees, and other miscellaneous charges, online.

Can I make my payment by credit card? VISA, MasterCard, Discover, and American Express credit card payments are accepted. A nonrefundable convenience fee will be assessed by the vendor to payers making payment by credit card:

- 2.85 percent for domestic card payments
- 4.25 percent for international card payments
- The minimum service fee for card transactions over \$20.00 and less than \$106.00 will be \$3.00.

Why am I being charged a Convenience Fee? While credit cards payments offer a convenient manner for students and parents to pay for tuition and other fees, the cost for providing this convenience would be a major impact on the college budget. Please note that there is no convenience fee charged for payments made with an e-check.

What forms of payment are accepted? Payments made by credit card (VISA, MasterCard, Discover, and American Express) or e-check will be accepted.

How do I pay by E-Check? In order to pay by e-check you will need to know your bank's routing number and the account number with which you are going to pay. There is no convenience fee charged for payments made with an e-check.