



How to Add an Authorized User Self Service

Student Financial Services

400 Saint Bernardine St.

Bernardine Hall rm 114

Reading, PA 19607

610-796-8201 / 610-796-8336 FAX

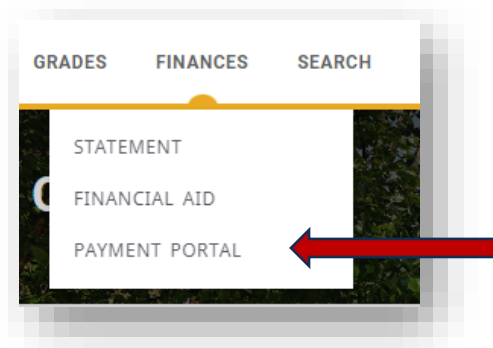
sfs@alvernia.edu

Students may invite authorized user(s) to view account information and/or make payments on the student's behalf. Students must log into their Self Service accounts to send an invitation to a user. The user will receive the invitation and login information via the email the student indicated in the invitation.

Step 1- Go to **Alvernia Logins Page** <https://www.alvernia.edu/logins>.

Step 2- Click **Self-Service** and Login

Step 3- On the top of the page click on the **Finances** tab at the top & choose **PAYMENT PORTAL**



Step 4- On the left side portal menu, choose **'My Account'** at the top

Step 5- Find the **'Payers'** option in the middle of the screen and click **'Send a payer invitation'**

Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

[+ Send a payer invitation](#)



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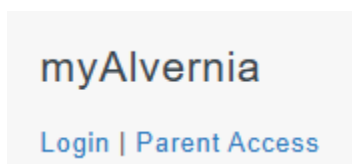
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Step 6- Enter the **Payer Invitation information** and *make sure you have the correct email address for the authorized user you would like to invite*. The Payer will receive an email letting them know an account has been created for Alvernia University and will include login information. New users will be prompted to create a new unique password.

Step 7- Once an account has been created, the authorized user will login via the Parent Access portal under myAlvernia via the Alvernia Login section of the page. <https://tinyurl.com/y7tpxn42>



My Account

Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

☒ Allow access to statements

☒ Allow access to tax forms

Message to payer

Cancel

Send invitation

myAlvernia – Student Financial Services has additional how to information sheets

See Student Accounts & Billing FAQ's online for more information and contact information

<https://www.alvernia.edu/admissions-aid/office-student-financial-services/student-accounts-billing>

