



## Campus Connection Help Sheet Setup Authorize Payer to make a Payment

Setting up an Authorize Payer allows someone other than the student to make an online payment. The Authorize Payer must have an email account.

1. Login to [Campus Connection](#).
2. Enter User ID and Password. Click **Log in**.
3. On your Student Homepage, click the **Financial Account** tile.
4. Click **Pay Online Now**.




5. Click the **BSC** tile.

The links below will securely connect you to the online payment processor for Campus Connection. Select the link for the institution you wish to pay.

This allows you to make electronic payments, view your eBill, and set up authorized payers to make payments on your behalf.

The payment will be applied to your student account in Campus Connection shortly after submission. If your student account was past due, the registration/transcript hold in Campus Connection will be lifted as the system refreshes.



**BISMARCK**  
STATE COLLEGE

Bismarck State College, Bismarck

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6. Click **Authorize Payers**

- Message Board
- Payment Profiles
- Authorize Payers**
- User Preferences
- View & Pay Accounts
- Transaction History
- Messages

7. Click **Add New**.

NAME	LOGIN NAME	EMAIL	ACCOUNT STATUS	CREATION DATE	DELETE
No data to display currently					

+ Add New

8. Enter Authorized Payer Information and click **Save**.

NOTE: The login name must be unique. If one person is an Authorized Payer for more than one student, the same email address may be used, but the Login Name is required to be different.

Required fields are marked with an \*

### Authorized Payer Information

Authorized Payer's Full Name\*:

Authorized Payer's Email\*:

Confirm Email\*:

Create Login Name\*:

9. The Authorized Payer will receive an email where they will see the username the student created and have a link to create their password. The Authorized Payer **must create a password**. This email also contains a link for making payments. **The Authorized Payer should save this email as it contains the link to make future payments.**
10. When the Authorized Payer logs in, they will have the option to View and Make Payment. The Authorized Payer should follow the steps in the help sheet Pay Online if they have questions about making an online payment.