

Assign an Authorized User Access to Make Payments

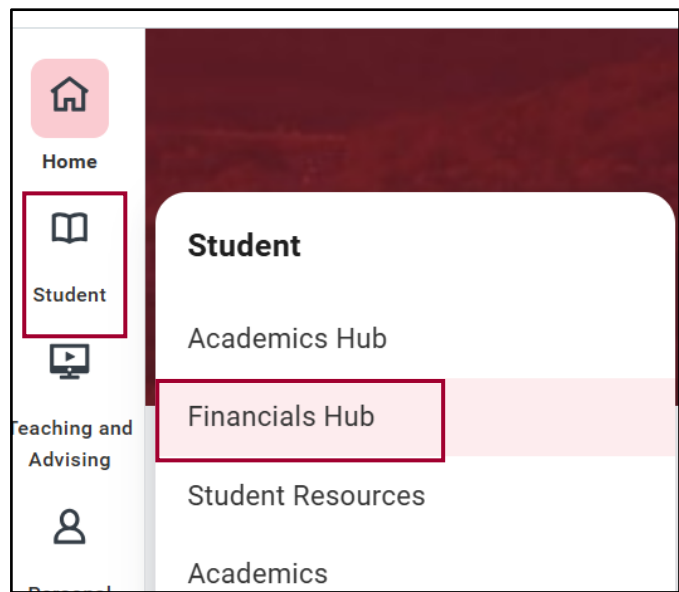
This quick reference guide (QRG) provides instructions on how to set up a third party user as an Authorized User to make payments to their student account on the UARK eCommerce platform, Transact. Students must create an Authorized User before their third party user can make a payment. Once an individual is made an Authorized User, they will receive their own login credentials via email.

To set up an authorized user, complete the following steps.

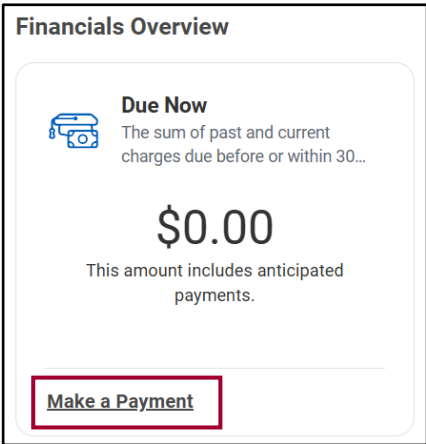
Login to Workday

From the Workday Home page:

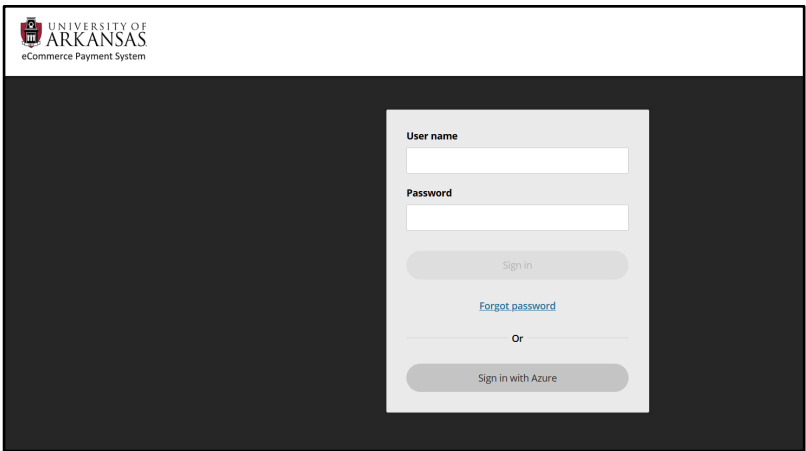
- 1. Hover over **Student** in the left navigation panel and select **Financials Hub**.



- 2. Locate the **Due Now** tile and select **Make a Payment**.



- 3. Login to the **eCommerce Payment System** using your University of Arkansas email and password.

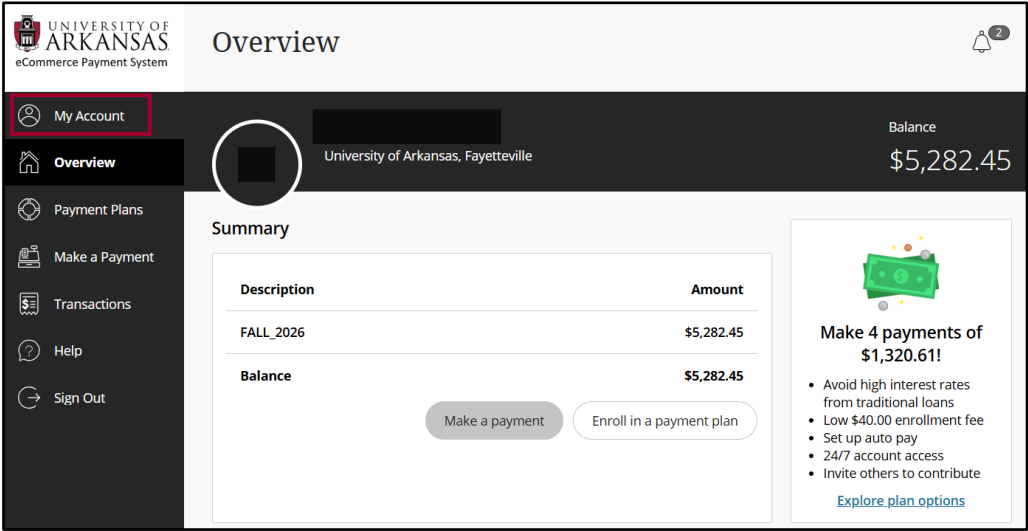


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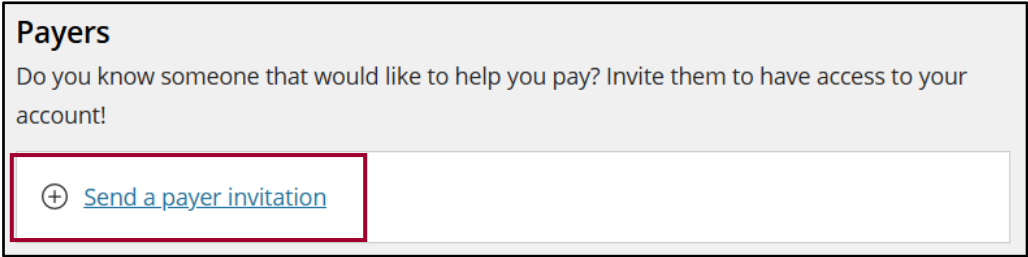
Add an Authorized User

From the eCommerce main page:

- 1. Click **My Account** in the left menu.



- 2. Scroll down the screen to locate **Payers** and click **Send Payer Invitation**.



- 3. Enter the Payer's information and click **Send Invitation**.

The screenshot shows the 'Payer Invitation' form. It has a title 'Payer Invitation' and a section for 'Payer information'. There are four required fields: 'First name', 'Last name', 'Email address', and 'Confirm email address'. At the bottom of the form, there are two buttons: 'Cancel' and 'Send invitation'. The 'Send invitation' button is highlighted with a red box.

- 4. The payer will receive an email with their login information from avcfmsg@uark.edu. Payers will need to create a new password during their first login.