

# Student Financial Services

## How to set up an Authorized User



### **Student Financial Services**

**Lynn University**

**3601 North Military Trail**

**Boca Raton, FL 33431**

**[studentfinancialservices@lynn.edu](mailto:studentfinancialservices@lynn.edu)**

**561-237-7185**

At Lynn University, all billing statements are sent directly to a student's email every month. In order for a parent or any other third party to receive a billing statement, they must be set up as an Authorized User on the account. This can be done through setting up the parent or third party to receive the billing statements directly.

## Step 1: Sign in to myLynn

myLYNN

Home Academics Student Finances Life at Lynn Employees New Students Parents and Families Help

Home / Home / Main

What's Happening

Main

Quick Links

- Reset Password
- Search myLynn
- Athletics
- Attendance
- Calendar of Events
- Canvas
- Campus Citation Appeal Form
- Campus Directory
- Concerned Person Report
- Confidential Student/Advisor Intake Form
- eBill
- eMarket
- Emergency Contact Information
- Events
- Lynn.edu
- Lynn2025
- Lynn Library Website
- LU Service Center (IT Service Desk Portal)
- Maintenance Work Order
- Navigate (Students)
- Navigate (Faculty & Staff)
- Student Employment
- Student / Employee Email
- You@Lynn

What's Happening

Welcome to myLynn

W  
Workday  
Is Live!

Workday is for all employees, including student employees.  
Employees can access Workday on **Monday, June 15**

Workday Important Links

Workday Production Tenant [worlday.lynn.edu](#) (Application Login)  
Make sure you click on **Lynn Account** and log in using your Lynn username and password.  
Student workers must use their **student email login** (not their GA or PSW account).

Workday

Workday documentation site (Instructions and How to's)  
Workday support desk site (Help and support)  
Workday News and Communications

Training Videos:

- Workday Employee Basics Training
- Workday Time and Attendance Training
- Workday Manager Basics Training

Stay Informed

Hot off the press: [lynn.edu/news](#)  
Keeping Lynn safe: [lynn.edu/foryoursafety](#)

Compliance Corner

Your spring 2020 compliance checklist

Wed, Jan 15 2020 at 9:25 AM

As we begin a new year and the to-do lists begin to pile up, make sure you do not forget to review your "compliance checklist" and cross-off these very important tasks to ensure our continued culture of compliance at Lynn.

1. Complete your annual Title ...

Read more

The Vendor Selection Process

Fri, Oct 12 2018 at 3:19 PM

On October 3rd, the Office of Compliance hosted a Lunch and Learn for approximately 50 staff members about the institution's process for selection of vendors for services and goods. Staff members who were unable to attend this Lunch and Learn will benefit...

Read more

Compliance Newsletter

Fri, Sep 7 2018 at 11:30 AM

Access the Fall 2018 Quarterly Compliance Newsletter [HERE](#)

View more posts

Login

I forgot my password



## LYNN UNIVERSITY

Sign in with your Lynn email account.  
Make sure to include your full email address  
**jdoo@email.lynn.edu (For Students)** or  
**jdoo@lynn.edu (For Staff/Faculty)**

Sign in

For security reasons, please Logout and close your web browser when you are done accessing services that require authentication!

[Reset Password Student/Staff/Faculty](#)

Need Help ?  
Call 561-237-7979  
[IT Support Services](#)

**Step 2:** Click on Student Finances

**Step 3:** Click on My Account



[Home](#) [Academics](#) [Student Finances](#) [Life at Lynn](#) [Forms](#) [Employees](#) [New Students](#) [Parents and Families](#) [Help](#) [My Pages](#)

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### *Student Finances*

Main



Documents and Forms

My Account

My ESAS

Health Insurance

International Students

1098T Tax Forms

Three Year Program

Veteran Affairs

**Step 4:** Click on Make Online Payment Now or Setup Authorized User

## My Account

### **My Account Info**

[My Account Balances](#)  
[Course and Fee Statement](#)

### **Pay Online with Transact (formerly CashNet) Integrated Payments**

[Make Online Payment Now or Setup Authorized User](#)

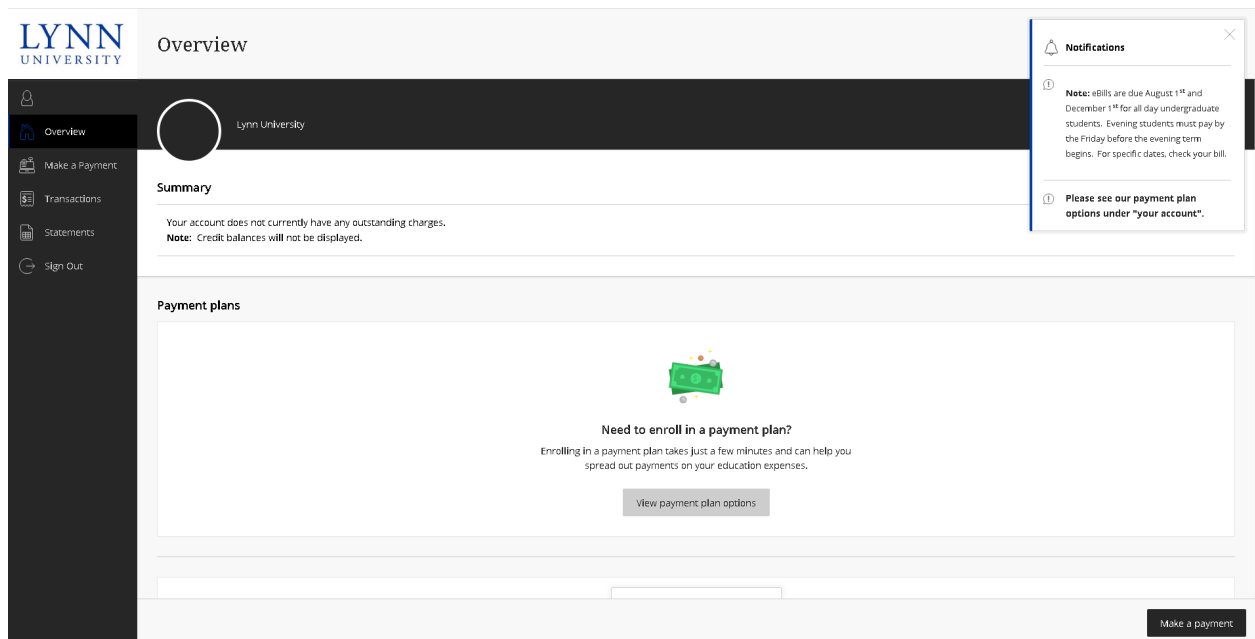
Service fee is 2.85% for domestic Credit Card transactions and 4.25% for international Credit Card transactions. The minimum service fee for card transactions over \$20 and less than \$106 will be \$3. Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, VISA or DINER'S. No Service Fee for E-Check Payment.

### **Refund Set-Up**

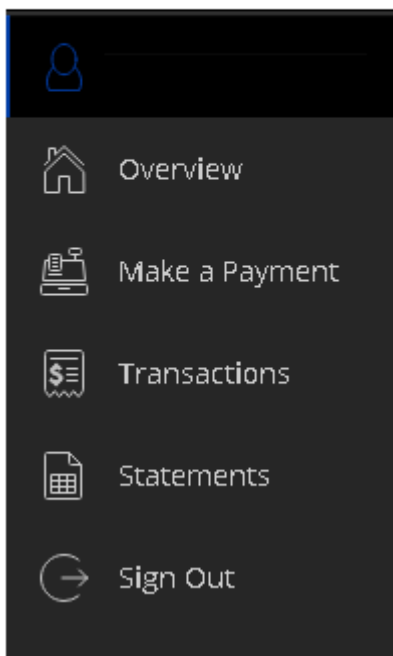
[View Reports](#)

[ACH Account Information Set-Up Form](#)

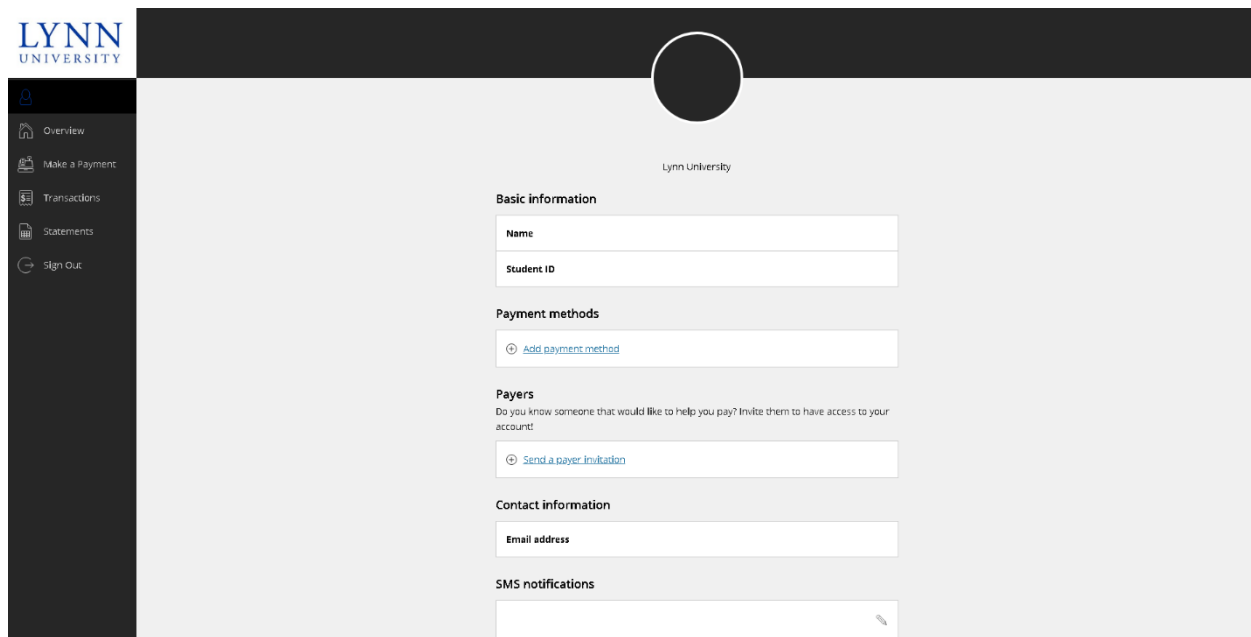
**Step 5:** Click on the Username icon on the top left corner



LYNN  
UNIVERSITY



**Step 6:** Click on Send a payer invitation



The screenshot shows the Lynn University student portal. On the left is a dark sidebar with the Lynn University logo and navigation links: Overview, Make a Payment, Transactions, Statements, and Sign Out. The main content area has a header with a circular profile picture placeholder and the text 'Lynn University'. Below this are several sections: 'Basic information' with fields for Name and Student ID; 'Payment methods' with a link to 'Add payment method'; 'Payers' with a description and a link to 'Send a payer invitation'; 'Contact information' with an 'Email address' field; and 'SMS notifications' with an empty field and a pencil icon.

**LYNN**  
UNIVERSITY

Overview  
Make a Payment  
Transactions  
Statements  
Sign Out

Lynn University

**Basic information**

Name

Student ID

**Payment methods**

+ Add payment method

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

+ Send a payer invitation

**Contact information**

Email address


**SMS notifications**

## Payers

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

+ [Send a payer invitation](#)

**Step 7:** Complete the requested information

 Profile

## Payer Invitation

### Payer information

\* First name

\* Last name

\* Email address

\* Confirm email address

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### Payer access

☒ Allow access to statements

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**Message to payer**

*Maximum 250 characters*

CancelSend invitation