



# How to set up an Authorized User

**Detailed Instructions for students**

Step 1: Sign in to myLynn


myLYNN

Home Academics **Student Finances** Life at Lynn Employees New Students Help

Sign in Forgot password (students only) Create account

**Student Finances**

Student Financial Services



Phone: 561-237-7184, 561-237-7185, 800-578-9737 (toll free)  
Fax: 561-237-7189 (fax)  
Email: [studentfinancialservices@lynn.edu](mailto:studentfinancialservices@lynn.edu)  
Location: Louis and Anne Green Center for the Expressive Arts  
Office Hours: Mon - Thu, 9 a.m. - 6 p.m. Fri, 9 a.m. - 5 p.m.  
May 18 through Friday, August 14 Student Financial Services will open from 9am-4pm Monday through Friday.

**Quick Links**

- Gradebook
- Lynn2020
- Lynn.edu
- Campus Directory
- Athletics
- Blackboard
- LiveText
- Consent and Person Report
- eBill
- Faculty/Staff Email
- Student Email
- eMarket
- Emergency Contact Information
- E-SAS
- Events
- LU Service Desk
- Manage My ID

**Important Links**

- Forms
- Student Financial Services Forms
- Financial Aid
- ESAS
- FAFSA
- Download your own Tax Transcript
- Financial Aid Handbook
- Other Links
- Frequently Asked Questions

**Announcements**

**Installation Payment Plan - Update**  
Mon, June 8, 2015 1:02 PM

**Summer Hours**  
Fri, May 15, 2015 2:44 PM

**Health Insurance**  
Fri, May 15, 2015 2:43 PM

**Student Accounts**

- eBill
- How to make a payment online (Student) (.pdf, 658K)
- A guide on how to make a payment through your MyLynn account
- How to make a payment online (Parent / Authorized User) (.pdf, 709K)
- A guide on how to make payment through eBill
- Methods of Payment
- Account and Payment (.pdf, 74K)
- How to view your student account and to make a payment
- Installation Payment Plan
- Installation Payment Plan (Student Instructions) (.pdf, 1894K)
- Installation Payment Plan (Authorized User Instructions) (.pdf, 1411K)
- Wire Payments
- Bank Wire Information (.pdf, 369K)
- How to send a Bank Wire (Student) (.pdf, 739K)
- How to Send a Bank Wire (Parent / Authorized User) (.pdf, 596K)
- Foreign Currencies Accepted on MyLynn (.pdf, 15K)
- Self Calculating Tool

myLYNN

Home Academics **Student Finances** Life at Lynn Employees New Students Help

Sign in Forgot password (students only) Create account

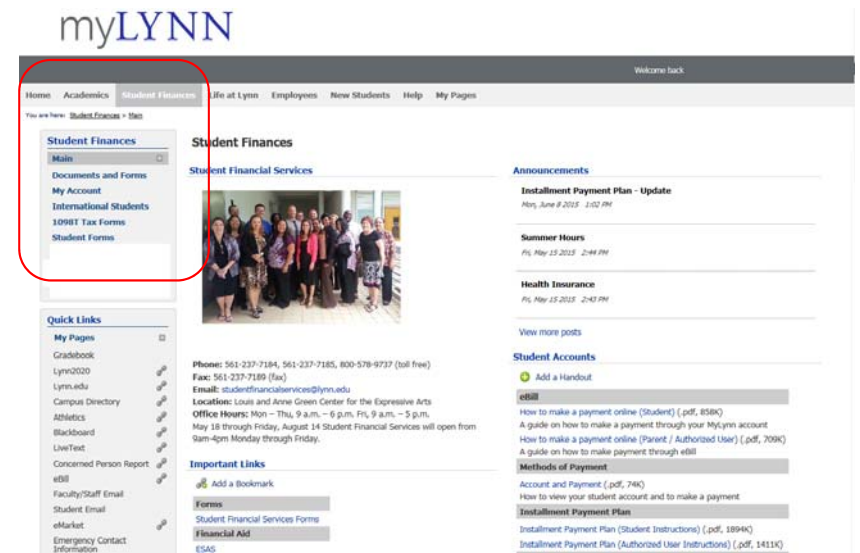
Step 2: Click on Student Finances

Step 3: Click on My Account



**Student Finances**

- Main
- Documents and Forms
- My Account**
- 1098T Tax Forms



myLYNN

Welcome back

Home Academics **Student Finances** Life at Lynn Employees New Students Help My Pages

You are here: **Student Finances** > **Menu**

**Student Finances**

- Main
- Documents and Forms
- My Account
- International Students
- 1098T Tax Forms
- Student Forms

**Student Financial Services**

**Announcements**

- Installment Payment Plan - Update**  
Nfy, June 9 2015 1:02 PM
- Summer Hours**  
Nfy, May 15 2015 2:44 PM
- Health Insurance**  
Nfy, May 15 2015 2:43 PM

View more posts

**Student Accounts**

- Add a Handout**
- eBill**  
How to make a payment online (Student) (.pdf, 858K)  
A guide on how to make a payment through your MyLynn account  
How to make a payment online (Parent / Authorized User) (.pdf, 709K)  
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- Concerned Person Report
- eBill
- Faculty/Staff Email
- Student Email
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- Emergency Contact Information

**Important Links**

- Add a Bookmark
- Forms
- Student Financial Services Forms
- Financial Aid
- ESAS

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9am-6pm Monday through Friday.

Step 4: Click on Go to CASHNet

The screenshot shows the myLYNN website interface. At the top, the logo 'myLYNN' is displayed. Below it is a navigation bar with links for Home, Academics, Student Finances, Life at Lynn, Employees, New Students, Help, and My Pages. The 'Student Finances' section is active, showing a breadcrumb trail: 'You are here: Student Finances > My Account'. The main content area is divided into two columns. The left column contains a 'Student Finances' menu with options like 'Main', 'Documents and Forms', 'My Account', 'International Students', '1098T Tax Forms', 'Student Forms', 'Add a Page', 'Content Manager', and 'Usage Statistics'. The right column is titled 'My Account' and contains 'CASHNet My Account Info' with links for 'My Account Balances' and 'Course and Fee Statement'. A prominent blue button labeled 'Pay Using CASHNet' is visible, with a red box highlighting the 'Go to CASHNet' link below it. Below the button, there is a note about service fees: 'Service fee is 2.75% for domestic Credit Card transactions and 4.25% for international Credit Card transactions. Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, VISA or DINERS CLUB. No Service Fee for E-Check Payment.'

Pay Using CASHNet

Go to CASHNet

## Step 5: Click on Your Account



The image is a screenshot of the Lynn University eBill portal. At the top, a dark blue navigation bar contains the text "your account", "view bills", "make payment", "myLynn cart", "help", and "sign out". The "your account" text is circled in red. Below the navigation bar is the Lynn University logo. To the right of the logo, the text "Lynn University eBill" is displayed. Below the logo, a message states: "Your account does not currently have any outstanding charges. Note: Credit balances will not be displayed." Below this message is a table with the following columns: "Description", "Price", "View", "myLynn cart", and "Total". The table contains several rows of payment items, each with a "View Details" link. To the right of the table, there is a "myLynn cart" section with "Item(s): 0" and "Total: 0", and a "Your basket is empty:" message with "View myLynn cart" and "Checkout" buttons. At the bottom of the page, there are three lines of text providing contact information for financial aid awards, bill questions, and specific topics.

your account view bills make payment myLynn cart help sign out

**LYNN**  
UNIVERSITY

Lynn University eBill

Your account does not currently have any outstanding charges.  
Note: Credit balances will not be displayed.

You may select and pay for the following items:

Description	Price	View	myLynn cart	Total
Evening Undergraduate, Graduate, & EdD		<a href="#">View Details</a>	Item(s): 0	Total: 0
Evening Fall Payment Deposit		<a href="#">View Details</a>	Your basket is empty:	
Evening Spring Payment Deposit		<a href="#">View Details</a>	<a href="#">View myLynn cart</a>	<a href="#">Checkout</a>
Flight Training Payment		<a href="#">View Details</a>		
Duplicate ID Payment -324		<a href="#">View Details</a>		
Parking Ticket Payment		<a href="#">View Details</a>		
Education Abroad Deposits		<a href="#">View Details</a>		
Other Payments		<a href="#">View Details</a>		

For questions about Financial Aid Awards please visit myLynn under the Personal tab click on Electronic Student Aid System (E-SAS), or contact us at [sa@lynn.edu](mailto:sa@lynn.edu)

For questions or additional information on your bill please email [sa@lynn.edu](mailto:sa@lynn.edu) or call us at 561-237-7183.

For questions on specific topics please refer to the [help](#) link above.

Step 6: Click on Add New in Parent PIN's

The screenshot shows the Lynn University eBill portal. At the top, there is a navigation bar with links for 'your account', 'view bills', 'make payment', 'myLynn cart', 'help', and 'sign out'. Below this is the Lynn University logo and the text 'Lynn University eBill'. A note states: 'Note: eBills are due August 1<sup>st</sup> and December 1<sup>st</sup> for all day undergraduate students. Evening students must pay by the Friday before the evening term begins. For specific dates, check your bill.' The main content area contains several sections: 'Your Recent Payments' (no recent payments, View All), 'LynnOneCard.com' (Access LynnOneCard.com), 'Parent PINs' (You currently have no Authorized Users set up, Add New), 'Your Bills' (No recent bills for your account, View All), 'Installment Payment Plans' (Enroll in the Fall 2015 Installment Plan), 'Saved Accounts' (You have no saved payment methods, Add New), and 'Account Details' (SMS Alerts Setup). The 'Parent PINs' section is highlighted with a red rectangular box.

This is a close-up of the 'Parent PINs' section from the screenshot above. It features a blue header with the text 'Parent PINs'. Below the header, the text reads 'You currently have no Authorized Users set up.' To the right of this text is a button labeled 'Add New', which is circled in red.

## Step 7: Complete the requested information

Authorized User

Email Address

Confirm Email Address

Add a note to the welcome email (optional)

your account view bills make payment myLynn cart help sign out

# LYNN UNIVERSITY

Lynn University eBill

**Notice about Parents or Authorized Users:**  
Parents or Authorized Users only have access to make payment, view payment history, and view the balance on the student account. They do **NOT** have access to financial aid, grades, or other online student information.

Authorized User

Email Address

Confirm Email Address

Add a note to the welcome email (optional)

Should this person...

be allowed to log in?  Yes  No

have permission to access electronic bills and if so, also receive electronic bill email notifications?  Yes  No

receive Installment Payment Plan email notifications?  Yes  No

be allowed to receive SIS (text message) notifications?  Yes  No

Access & Receive Emails

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

OK Cancel

For questions about Financial Aid Awards please visit myLynn under the Personal tab click on Electronic Student Aid System (E-SAS), or contact us at [fsa@lynn.edu](mailto:fsa@lynn.edu)

Step 8: Provide permission to Access & Receive Emails and click OK

Should this person...

be allowed to log in?  Yes  No

have permission to access electronic bills and if so, also receive electronic bill email notifications?

receive Installment Payment Plan email notifications?  Yes  No

be allowed to receive SMS (text message) notifications?  Yes  No

*A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.*

your account view bills make payment myLynn cart help sign out

**LYNN**  
UNIVERSITY

Lynn University eBill

**Notice about Parents or Authorized Users:**  
Parents or Authorized Users only have access to make payment, view payment history, and view the balance on the student account. They do **NOT** have access to financial aid, grades, or other online student information.

Authorized User

Email Address

Confirm Email Address

Add a note to the welcome email (optional)

Should this person...

be allowed to log in?  Yes  No

have permission to access electronic bills and if so, also receive electronic bill email notifications?

receive Installment Payment Plan email notifications?  Yes  No

be allowed to receive SMS (text message) notifications?  Yes  No

*A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.*

For questions about Financial Aid Awards please visit myLynn under the Personal tab click on Electronic Student Aid System (E-SAS), or contact us at [fsa@lynn.edu](mailto:fsa@lynn.edu)