

Making Payments in SIS & Establishing Authorized User Access

Current Students: Making a Payment In SIS

Step 1:

Sign into the *Student Information System (SIS)*

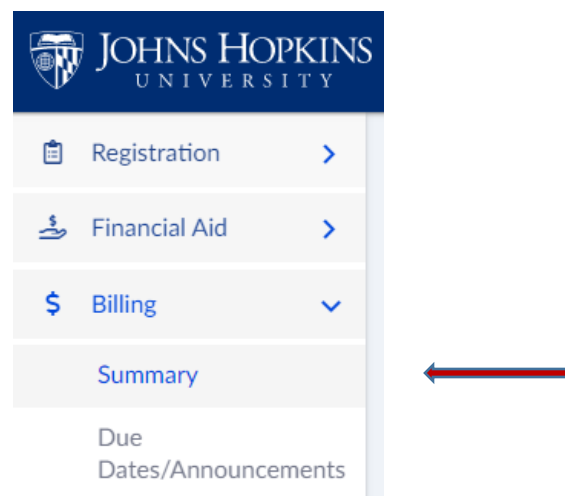
Using your *JHED ID* and password.

Note: If you first see an *Announcement Page*, simply click on *Continue to SIS* to view your billing page.



Step 2:

Locate the **Billing** tab on the left side of the screen, and click the drop down arrow to reveal billing options; click on **Summary**.



Step 3:

Available payment options are located within the **Payment Methods** box. Click on your selection to begin the payment process or obtain necessary payment information.

Note: For more information about a payment type, click the *Info* button to the right of the payment method.

**Payment Methods**

Due to high processing fees, your school does not accept payments by credit card.

- ▶ [Pay by eCheck](#)
- ▶ [Pay by Paper Check](#)
- ▶ [Make International Payment via Flywire](#) ⓘ
- ▶ [Pay by Bank to Bank Wire Transfer](#) ⓘ
- ▶ [Pay by Western Union Wire Transfer](#) ⓘ

Current Students: Setting Up Authorized User (AU) Access

Step 1:

Sign into the *Student Information System (SIS)*

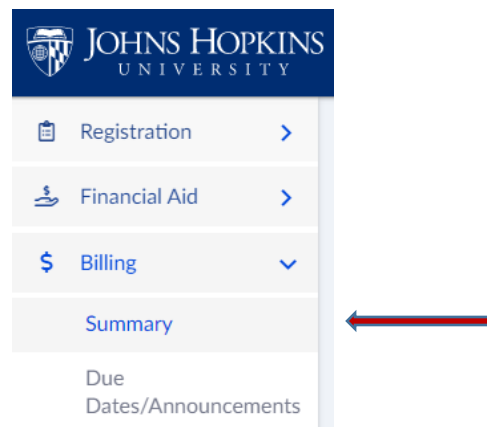
Using your *JHED ID* and password.

Note: If you first see an *Announcement Page*, simply click on *Continue to SIS* to view your billing page.



Step 2:

Locate the **Billing** tab on the left side of the screen, and click the drop down arrow to reveal billing options; click on **Summary**.



Actions

Step 3:
Locate and click on the **Authorized Users** link within the **Actions** box.

- ▶ [Enroll in Nelnet Payment Plan](#) ⓘ
- ▶ [View 1098-T](#) ⓘ
- ▶ [Set Up Direct Deposit](#) ⓘ
- ▶ [Add a Third Party Payer](#) ⓘ
- ▶ [Authorized Users](#) - Allow others to access your account. ←
- ▶ [Request Billing Support](#)

Step 4:
To set up an **Authorized User(s)**, click **Add New**.

You have no authorized users defined.

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Step 5:
Enter the **First and Last name** of the person to whom you will grant access, as well as their **email address**.

This cannot be a JHU email; personal email is recommended

Additionally, under **Access Level**, select the topics you want your AU to view.

Click **Add** to complete the process or **Back** to return to the previous page.

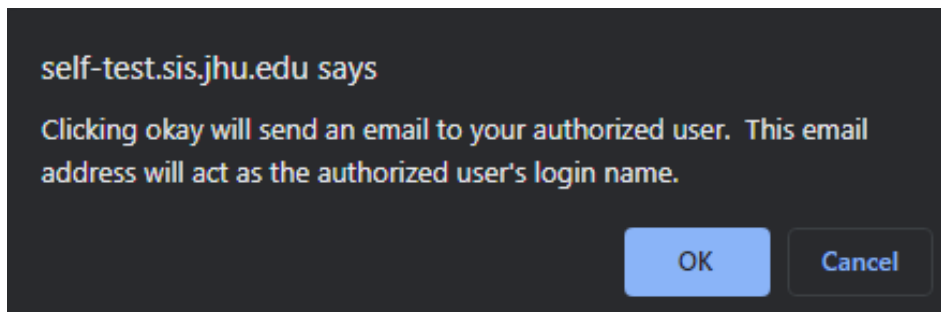
[Home](#) < [Authorized Users](#) < Add Update Authorized Users

<p>First Name: <input type="text"/> ←</p> <p>Last Name: <input type="text"/> ←</p> <p>Login ID (must be a valid email address) <input type="text"/> ←</p> <p>A personal email address is recommended. Email addresses with "+" sign cannot be used. Some employers and government entities do not allow their email addresses to be used to authenticate to outside systems. For further assistance, submit a request for support at https://support.sis.jhu.edu/case-home via the Records and Registration JHED options.</p> <p><input type="button" value="Add"/> <input type="button" value="Back"/> ←</p>	<p>Access Level:</p> <p><input type="checkbox"/> Academics (My Class Schedule)</p> <p><input type="checkbox"/> Academics (My Grades)</p> <p><input type="checkbox"/> Billing (Summary, Statements, Bill Pay, Add Third Party payer)</p> <p><input type="checkbox"/> Financial Aid (Requirements, Aid Summary, Aid Info, Disbursement Info)</p> <p><input type="checkbox"/> J-Card (View Transactions, Deposit)</p>
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Step 6:

Once you click **Add**, a pop up appears asking you to please confirm the request.

Click **OK** to proceed, or **Cancel** to return to the **Add/Update Authorized Users** screen.



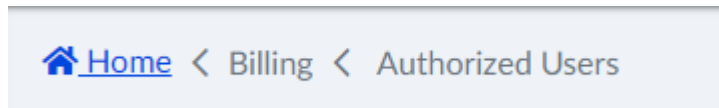
Confirmation:

Once you have successfully added your AU, you should then see them listed in SIS under:

Billing->Authorized users

You may delete or edit an AU on this screen, too.

Your AU will receive an email with login instructions. If they require assistance, please refer them to [Login Assistance for Authorized Users](#)



First Name	Last Name	Email Address	Login ID	Access Level(s)	Actions
Test	Example	[REDACTED]	[REDACTED]	Billing (Summary, Statements, Bill Pay, Add Third Party payer)	Edit Delete

Questions or Help?[Alumni Login](#)[Login Assistance for Authorized Users](#)[Browser Requirements](#)[Get Related Technical Assistance](#)[Contact SEAM](#)