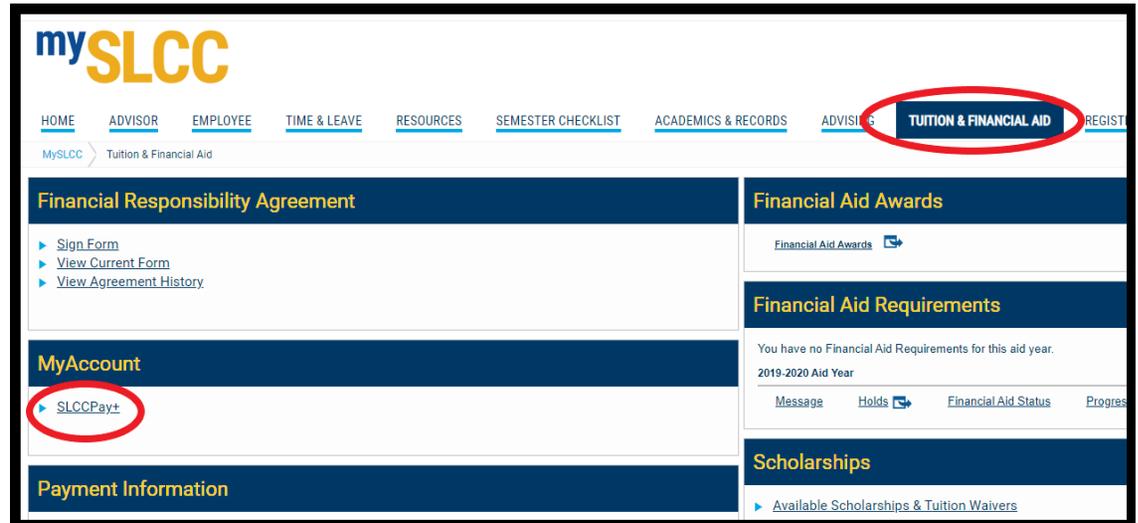


# SLCCPay+

## AUTHORIZE USER

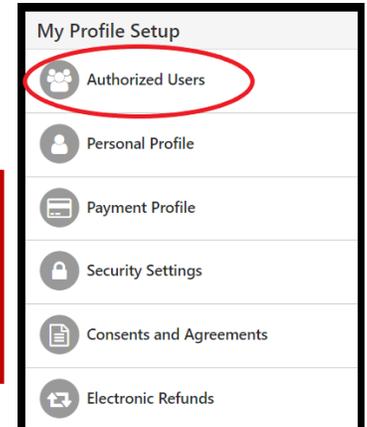
1. Sign in at: <https://my.slcc.edu/>
2. Select the **Tuition & Financial Aid** tab on the top bar.
3. Click **SLCCPay+** under the **MyAccount** field. This will take you to your SLCCPay+ portal.



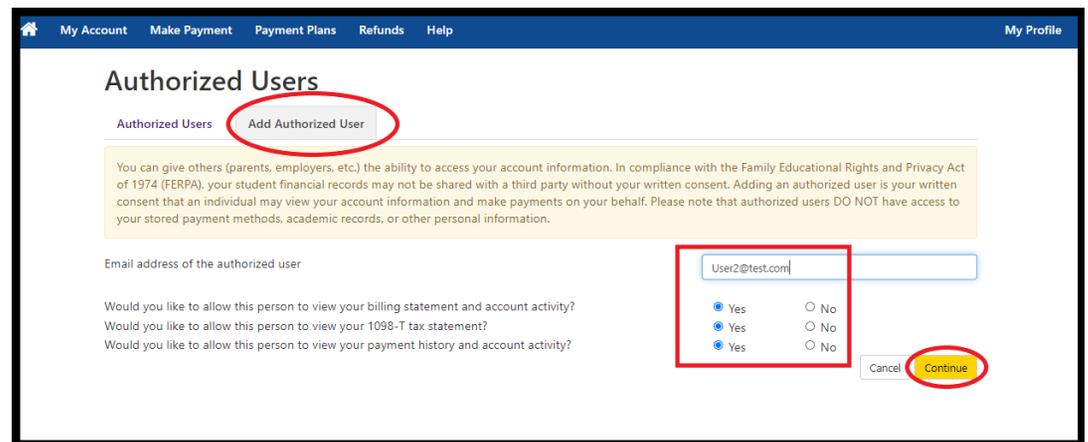
## Student

4. On the right of the SLCCPay+ Home page, select **Authorized Users** from the **My Profile Setup** column.

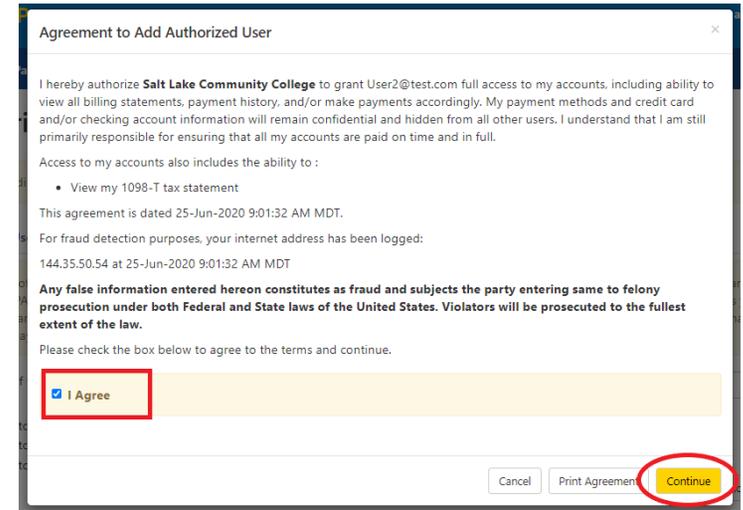
**NOTE: If you wish to authorize a third party who can call or come in to go over your account information on your behalf, you must fill out and turn in the [Student Consent for Release of Records](#). This online process is not a substitute for the Student Consent form, which must be properly filled out and turned in to [The Office of the Registrar](#) or [Records@slcc.edu](mailto:Records@slcc.edu).**



5. On the Authorized Users page, select the **Add Authorized User** tab.
6. Enter the email of the person you would like to authorize and select your authorization preferences.
7. Click **Continue**.

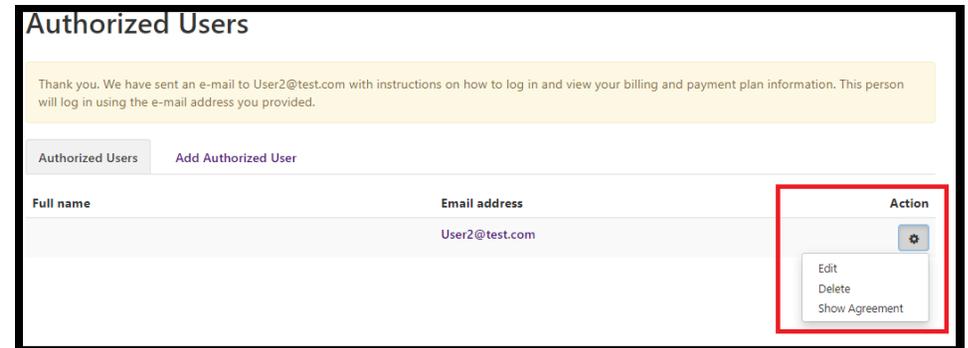


8. This will bring up the Agreement to Add Authorized User. Read through the agreement and if you would like to continue, check the box next to “I Agree,” and click **Continue**—Otherwise click **Cancel** to back out.
  - a. An email will be sent to the authorized user.



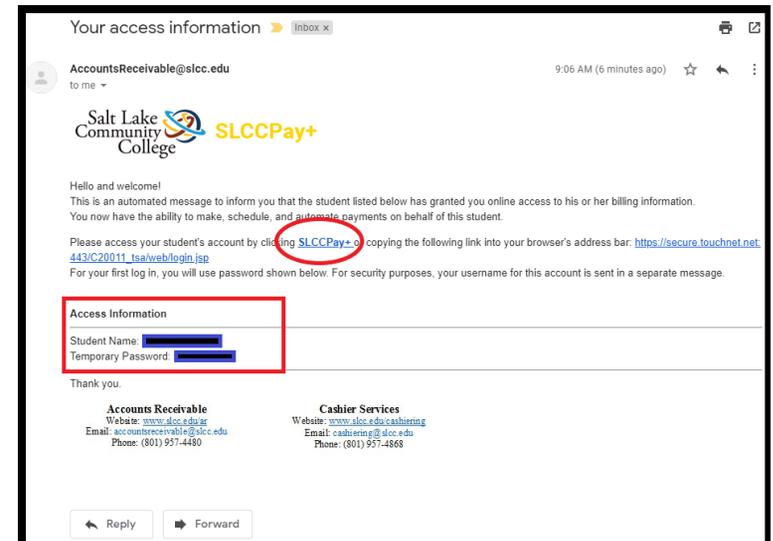
9. The email address of your authorized user will now be visible in the Authorized Users tab.
  - a. Clicking on the **Action** icon will give you the options to Edit, Delete or Show Agreement.
 

**NOTE: Delete will revoke their online authorization, not the Consent form authorization.**



## Authorized User

10. You will receive an email from [AccountsReceivable@slcc.edu](mailto:AccountsReceivable@slcc.edu) labelled “Your access information”.
11. Copy the Temporary Password (SEE red box in the example image to the right).
12. Click the link for [SLCCPay+](#).



13. Select the **Authorized User** button.

14. Enter the email address where you received the “Your access information” email and enter the temporary password.

15. Click **Login**.

16. Fill out your name and create a password, which you will enter a second time for confirmation.

17. Click Continue.

18. This will bring up the My Profile page where you can set your preferences.

Salt Lake Community College SLCCPay+ Logged In as: Jane Doe | Logout Student Account: [Redacted]

My Profile

Personal Profile | Payment Profile | Security Settings

• Profile changes were saved.  
• You can add or update your personal information

\*Full name Jane Doe Edit

Login ID | Email address User2@test.com Edit

Password \*\*\*\*\* Edit

If you choose to enter a secondary email address, emails generated by this system will be sent to both addresses.  
Secondary email address: Edit

To get text messages about selected account events, enter your mobile phone number and carrier.  
Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.  
Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Mobile Number Edit

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

## Congratulations!

You now have access to your own version of the student's SLCCPay+. This version has restrictions on certain features available only to students, but you now have permission to view the student's account activity and make payments in accordance with the authorizations set up by the student.

Salt Lake Community College SLCCPay+ Logged In as: Jane Doe | Logout Student Account: [Redacted]

My Account | Make Payment | Payment Plans | Help

Announcement

**Reminder!!**  
Tuition for the 2020 Summer Term was due **June 3rd, 2020!**

TELL US HOW WE ARE DOING!  
Complete our Customer Satisfaction Survey

Accounts Receivable

- Website: [www.slcc.edu/ar](http://www.slcc.edu/ar)
- Email: [accountsreceivable@slcc.edu](mailto:accountsreceivable@slcc.edu)
- Phone: (801) 957-4480

Cashier Services

- Website: [www.slcc.edu/cashiering](http://www.slcc.edu/cashiering)
- Email: [cashiering@slcc.edu](mailto:cashiering@slcc.edu)
- Phone: (801) 957-4868

Mailing Address:

- P.O. Box 30808
- Salt Lake City, UT 84130-0808

Save time when paying. Set up a preferred payment profile in the [Payment Profile](#) page.

Student Account ID: xxxxx [Redacted]

Balance \$1,040.25

[View Activity](#) [Make Payment](#)

Statements

Your latest eBill Statement (6/15/20) Statement : \$0.00 [View Statements](#)

My Profile Setup

- Personal Profile
- Payment Profile
- Security Settings

Term Balances

Fall Semester 2020	\$1,040.25
--------------------	------------